

**From:** UCSF-VPAA

**Sent:** Wednesday, July 29, 2015 11:52 AM

**To:** allacad@listserv.ucsf.edu

**Subject:** New Academic Recruitment Policies and Procedures - effective August 1, 2015

**Summary:**

- ***New academic recruitment policies and procedures will be implemented August 1, 2015. These policies affect faculty and non-faculty academics. A detailed summary of policy changes is available [here](#). Other recruitment resources are available on the Academic Affairs [website](#).***
- A previous compliance evaluation conducted by the Office of Federal Contract Compliance Programs (OFCCP) identified areas where UCSF's compliance with federal regulations for recruitments must be improved. Failure to meet OFCCP requirements could lead to further oversight and potential sanctions by the OFCCP, including the delay or withholding of federal funds to UCSF.
- Additional work will be required by all those involved in the academic recruitment process – including faculty. Compliance needs were carefully balanced with the impact to workload and existing processes when developing the new academic policies and procedures. Whenever possible, the impact to faculty is being mitigated.
- A new dedicated [team](#) of academic recruitment specialists has been formed within the Office of the Vice Provost – Academic Affairs (VPAA). This team is available to directly assist faculty and departments with guidance on academic recruitment policy and regulations as well as search process strategies.

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Dear Colleagues:

I am writing to update you on our progress to meet the requirements of UCSF's conciliation agreement with the Office of Federal Contract Compliance Programs (OFCCP) regarding hiring procedures and record-keeping for academic recruitments.

A previous OFCCP compliance evaluation identified areas where our compliance must be improved; thus, we have no choice but to add steps and documentation to all academic searches and to restrict the approval of search waivers to a more limited set of circumstances.

Effective August 1, 2015, new policies and processes for academic recruitment will be implemented. These policies affect faculty and non-faculty academics. Whenever possible, the impact to faculty is being mitigated, but we acknowledge that to improve compliance with federal regulations, additional work will be required by all those involved in the academic recruitment process.

Details of these changes are available [here](#). Other recruitment resources are available on the Academic Affairs [website](#). Here are some important highlights:

- All paid academic appointments for 3 days or longer will require a search whereas prior to August 1, searches were not required for academic appointees who were <50% effort or appointed less than one year.
- Waivers of academic searches will be granted using more restrictive criteria than those applied in the past.
- No action needs to be taken for faculty and non-faculty academics who were on approved search waivers prior to August 1, 2015 – they will automatically be “grandfathered” onto indefinite search waivers.

I’d like to highlight one example that has the potential to impact many faculty on campus and that is illustrative of the careful consideration that has taken place:

To date, the vast majority of non-faculty academic (NFA) appointees e.g., specialists, have been hired on search waivers that have been renewed indefinitely. This practice is non-compliant with OFFCP regulations. In balancing compliance requirements with resources and efficiency considerations, all aspects of recruitment were considered and the following were approved for implementation on August 1, 2015:

- Although a search will be required for NFA appointments, convening a search committee will not be required for these searches.
- The minimum required posting period for NFA positions has been shortened to 15 days.
- More frequent use of ongoing open multi-slot searches by series within departments/Schools will be encouraged as appropriate to the needs of the hiring unit.
- General advertisement templates have been developed for all NFA series.
- One level of approval authority has been removed for both Academic Recruitment Plans and Search Process Reports for NFAs; they are now approved at the Dean level.

A new dedicated [team](#) of academic recruitment specialists has been formed within the VPAA office. Faculty and departments will interact directly with this team rather than through the Service Centers for guidance on academic recruitment policy and regulations as well as search process strategies.

Failure to meet the new requirements could lead to further oversight and potential sanctions by the OFCCP, including the delay or withholding of federal funds to UCSF. Although the federal regulations limit our flexibility in developing business processes, we nonetheless welcome faculty input and appreciate your support in ensuring that UCSF complies with affirmative action and equal employment opportunity practices.

Brian K. Alldredge, PharmD  
Vice Provost, Academic Affairs