

## Instructions for Placement Goals for the UCSF Academic Recruitment Plan and Search Waiver Request

Complete all data fields on the form. Please do not indicate "see attached" in any of the fields.

Placement Goals can be found at the Affirmative Action/Equal Opportunity/Diversity website, [http://aaeod.ucsf.edu/aaeod/All\\_pages/2664-DSY.html](http://aaeod.ucsf.edu/aaeod/All_pages/2664-DSY.html). For 2006 Academic Underutilization by Job Group, Placement Goals were set at the School level by each Job Title grouping, and are displayed in the red boxes where applicable. For School of medicine, two Job Groups are defined, "D" for basic science departments and "E" for clinical science departments. The Job Title groupings were established to comply with Federal requirements. Not that "01" is reserved for Tenured appointees in the Ladder Rank, while "02" is used for Assistant Professors in the Ladder Rank only. All other faculty series are combined in one grouping, "03." The descriptions of the covered categories, "WO", "TM", "BL", "AS", "AI", and "HI" can be found at the bottom of the chart.

Find the School and Job Title grouping on the chart for the position being recruited or waived. Then, on the Academic Recruitment Plan or Search Waiver Request, enter the appropriate number next to the category where there are Placement Goals for the position.

Please note that the information provided on the Academic Recruitment Plan will be automatically utilized for website postings.