

San Francisco Campus

Academic Recruitment Procedures

In the recruitment of new academic appointees in the Ladder Rank, In Residence, Clinical X, Adjunct, Salaried Clinical and in the Professional Research series either the Normal Review or the Expedited Review process may be used. The normal review will be used for all other academic titles. Whichever process is used, the Department Chair will ensure that:

- Search committee/ad hoc subcommittee members are cognizant of UCSF's affirmative action/equal employment opportunity policies and procedures.
- Recruitment includes, as appropriate for specific positions, advertising in relevant professional media designed to reach the widest audience of qualified persons. Recruitment materials will state that UCSF is an affirmative action/equal opportunity employer and that UCSF undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for covered veterans.
- The recommendation to appoint is based on criteria appropriate to the academic position, is consonant with institutional needs and is made without discrimination against any person seeking employment on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
- Good faith efforts will be made to appoint search or selection committees, which include qualified minorities and women.

Normal Review

- An [Academic Recruitment Plan](#) shall be completed. All data fields must be completed. Please do not indicate "see attached" in any of the fields.
- The Department Chair or appropriate administrative officer shall appoint a Search Committee and its Chair, which may contain as many members as the department chooses. Good faith efforts will be made appointing search or selection committees, which include qualified minorities and women.
- The Department will identify the Placement Goals. See [Instructions for Placement Goals](#) for the UCSF Academic Recruitment Plan and Waiver Request.
- The Position Description is a concise statement describing the position available and the qualifications desired. It provides the basic information to be used for advertising and communication regarding the position.
- The completed Academic Recruitment Plan is sent to the Dean's Office for review and concurrence and forwarded to the Vice Provost, Academic Affairs. The Vice Provost, Academic Affairs approves/modifies and notifies the Search Committee Chair informing him/her that the Academic Recruitment Plan has been approved and what his/her responsibilities are as Chair. A copy of the letter is sent to the Vice/Associate Academic Dean, the Department Chair and the Affirmative Action/Equal Opportunity/Diversity (AA/EO/Diversity) Office.

Recruitment Process

Recruitment is the process by which an institution or department within an institution develops an applicant pool from which hiring decisions are made.

- Published advertisement of academic positions is required. The following guidelines must be used:
 - Every advertisement of an academic position must carry the following designation:

"UCSF seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.

UCSF is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for covered veterans." or "The University is an 'Equal Opportunity/Affirmative

Action Employer.' All qualified applicants are encouraged to apply, including minorities and women."

- Each academic position should be advertised in at least one national professional journal or publication. If underutilization or substantial disparity exists in the organizational unit, additional efforts should be made to seek out qualified women and minority candidates.
- A copy of the published advertisement, including publisher and dates of publication must be retained in the department and a copy must be attached to the Search Process Report.
- It is permissible to include more than one position in an advertisement.
- Other methods of recruitment are outlined on the Search Process Report.

Search Process Report

- Once a candidate has been selected, the Search Committee Chair will complete a Search Process Report.
- The Search Process Report documents efforts made in the recruitment of minorities and women and the applicant pool from which a hiring decision was made. The final Search Process Report is reviewed by the Search Committee Chair, the Department Chair, and the Vice/Associate Academic Dean or appropriate administrative officer for concurrence and forwarded to the Vice Provost, Academic Affairs for approval as appropriate. Once approved/modified, notification is sent to begin preparation of the appointment packet by the Department.

Expedited Review

- The [Academic Recruitment Plan](#) as described in the Normal Review process will be used. All data fields must be completed including the data field Expedited and the data fields Expedited Review Committee.
- The Department Chair will recommend the appointment of the Search Committee and its Chair and the Ad Hoc Subcommittee and its Chair. The composition of the Search Committee should include members who can also function as an Ad Hoc Subcommittee. The Search Committee may contain as many members as the department chooses but must have three people at appropriate rank to serve as an Ad Hoc Subcommittee. The Ad Hoc Subcommittee may include only one member from the department with the open position (who may not serve as the chair) and no more than one person from any single department. The members serving on the Ad Hoc Subcommittee must be at a rank not lower than the faculty person being reviewed and the members cannot write a supporting letter for the candidate under review.
- The completed Academic Recruitment Plan is sent to the Vice/Associate Academic Dean for review and concurrence and forwarded to the Vice Provost, Academic Affairs for submission to the Committee on Academic Personnel (CAP) for approval of the Ad Hoc Subcommittee. CAP approves/modifies and returns to the AVC who notifies the Vice/Associate Academic Dean of the make-up of the Ad Hoc Subcommittee. In addition, the EVC notifies the Search Committee Chair that the Academic Recruitment Plan has been approved and what his/her responsibilities are as Chair. A copy of the letter is sent to the Vice/Associate Academic Dean, the Department Chair and the Affirmative Action/Equal Opportunity/Diversity (AA/EO/Diversity) Office.
- The recruitment process may then proceed at the departmental level. Once a candidate has been selected, the Search Committee Chair will complete a Search Process Report.
- The ad hoc subcommittee will meet and write their report.
- The assembled appointment packet will include the completed Search Process Report and the ad hoc subcommittee report signed by all members (in a sealed envelope marked confidential). In addition to the Department Chair, the Ad Hoc Subcommittee Chair also needs to sign the appointment summary sheet. The completed appointment packet will be sent to the Vice/Associate Academic Dean for concurrence and forwarded to the Vice Provost, Academic Affairs.