

## 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/AA/AAinE/AAPG/2664-DSY.html>. For 2010 Academic Underutilization by Job Group, Placement Goals were set at the Planning Unit/Department level by each Job Title grouping. The Job Title groupings were established to comply with Federal requirements. Note 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."

Find Planning Unit by School and see the goals listed for the 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. If there are no goals listed for the planning unit (indicated by the \*), please enter the following statement on the Recruitment Plan or Search Waiver Request: "Although there are no goals for the planning unit, the hiring authority will be mindful of the school-wide goals in seeking a diversified applicant pool."

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