

## **Academic Recruitment Procedures**

In the recruitment of new academic appointees, the Department Chair will ensure that:

- Search committee members are cognizant of UCSF's affirmative action/equal employment opportunity policies and procedures.
- The Recruitment Plan is designed to ensure broad recruitment. A wide variety of advertising options is used to reach the widest audience of qualified persons and will likely net a broad applicant pool.
- All solicitations for applicants will include a statement 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 protected veterans.
- The same criteria are used to review all candidates. The recommendation to appoint is based on criteria appropriate to the academic position, consonant with institutional needs, and made without regard to race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history) ancestry, marital status, age, sexual orientation, citizenship, veteran status, or service in the uniformed services.

### **Search Initiation**

To begin your recruitment, a Search Initiation Request form must be completed. All data fields must be complete; please do not indicate "see attached" in any of the fields. Please refer to the following guidelines and procedures to complete the search initiation process:

Search Committee Guidelines:

Committee Composition for Faculty Searches:

- The Department Chair shall appoint a core Search Committee and its Chair. The core Committee may contain no fewer than four (4) faculty members, including the search committee chair. Additional committee members may include students, staff, and non-faculty academics as appropriate to the recruitment, but will not be counted towards the demographic of the core committee.
- The core search committee must include at least one faculty member from another department.
- **For School of Medicine:** The core search committee must include 50% underrepresented minorities or women. **For School of Pharmacy & Dentistry:** The core search committee must include 25% minorities or women. **For School of Nursing:** The core search committee must include 25% minorities or men.<sup>1</sup>

**For current definition of URM please visit <http://diversity.ucsf.edu/node/57>.**

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<sup>1</sup> If the composition of your search committee does not meet the requirement for your school, please contact your school's [Vice Dean/ Associate Dean/ Manager] of Academic Affairs.

## Committee Composition for Non-Faculty Academic Searches:

- Search Committees are encouraged but not required; the Department Chair is ultimately responsible for the hire by approval of the SPR. For questions related to committee composition please consult with your School's Dean's Office.

## Advertisement/ Posting Guidelines:

Published advertisement of academic positions is required. Each academic position should be advertised nationally in professional journal(s), publication(s) and/or via on-line website(s). The Office of Academic Affairs will post all advertisements on behalf of Departments, including NC HERC. Search Committees may choose to post their own advertisements upon request. The following guidelines must be used:

- The advertisement draft should include a concise statement describing the position available, including the following:
  - Qualifications for the job (which must include at least one basic qualification), as well as other required and preferred qualifications if applicable
  - Details related to the submission of required documents/ references.

(For the definition of basic qualifications, please visit: <http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/basicqualifications.php>.)

- Every advertisement must state: "UC San Francisco seeks candidates whose experience, teaching, research, or community service that has prepared them to contribute to our commitment to diversity and excellence. The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status."
- The minimum posting time is 30 calendar days for Faculty recruitments, and 15 days for Non-Faculty Academic recruitments. The search committee must establish at least one review date, which informs applicants of when the committee will stop accepting new applications for review. The initial review date may not occur before the minimum posting period has passed. Subsequent review dates may be established throughout the recruitment process, especially for multi-slot searches in which there is a need to distinguish between multiple applicant pools. Review dates will be visible to applicants via AP Recruit, but are not required to be included in published advertisements.
- Recruitments will automatically be set to an 18 month (maximum) posting period. If necessary, the applicant pool may be closed and reopened at any time after the 1<sup>st</sup> review date has passed. Closure of the applicant pool prevents new applicants from applying, and may be requested by email to your Academic Recruitment Specialist. There are no extensions beyond 18 months.
- For questions related to underutilization or substantial disparity in the organizational unit, and whether additional efforts should be made to encourage women and minority candidates to apply, contact the Office of Diversity and Outreach.
- Copies of all advertisements including publisher and dates of publication must be uploaded into the AP Recruit system. This will be done by Academic Affairs for all advertising they placed directly on behalf of the department.

- It is permissible to include more than one position in an advertisement.
- It is not permissible to recruit for both Faculty series and Non-Faculty series within a single recruitment.

#### Routing and Approval Procedures:

- The completed Search Initiation Request form is sent to Academic Affairs for review and creation of the academic recruitment plan in AP Recruit. A screenshot of the academic recruitment plan from AP Recruit, along with the qualifications of the job and benchmark/affirmative action goal data is then emailed to the search committee chair and department chair for approval/final revisions.
- If the search committee chair wants to expand the advertising for the recruitment to attract a more diverse applicant pool based on the affirmative action goal data, he/she may contact the Office of Diversity and Outreach for guidance on additional advertising and outreach.
- Once the department chair emails his/her approval of the academic recruitment plan, the plan is routed via AP Recruit to:
  - Vice/ Associate Deans for final approval, for **Non-Faculty academic searches**.
  - VPAA for final approval, subsequent to approval from the Vice Chancellor for Diversity and Outreach, and Vice and Associate Deans, for **Faculty searches**
- No advertising may be placed until final approval is obtained.
- An approval notification is sent to 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 approval notice is sent to the Vice/Associate Dean – Academic Affairs, the Department Chair, the HR Service Center and the Office of Diversity and Outreach.
- Once the recruitment plan is approved, changes to the following details of the plan will not be permitted: title codes, planned search efforts, and qualification requirements (including basic, additional, and preferred qualifications). Requests for changes to roles, responsibilities, and the home department require Dean's Office approval.

#### **Recruitment Process/ Applicant Management**

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

- All applicants must apply via the AP Recruit system or be entered into the system by the hiring department.
- All applicants must be managed via AP Recruit using the system statuses and disposition reasons.
- For FACULTY recruitments only:
  - If you are approaching your 1st round of interviews: Contact Academic Affairs BEFORE you begin the interview process, to request review and approval of your applicant pool by Office of Diversity and Outreach
  - Applicant pool review and approval is not required for searches that are open as a result of an internal change in series.

- The search committee may proceed with the interview process upon approval of the applicant pool report by the Office of Diversity and Outreach.
- If the Office of Diversity and Outreach determines that the search committee may not proceed with the interview process, the Vice Chancellor of Diversity and Outreach will contact the search committee to consult on the demographics of the applicant pool and additional outreach and/or advertising.

### **Search Close Process**

The Search Process Report documents efforts made in the recruitment of minorities and women, identifies the final candidate, and indicates the proposed series and rank.

- Once a candidate has been selected, the Search Committee Chair must complete a Search Close form. The form must be signed by the Department Chair, or an email with the Department Chair's approval must accompany the form.

PLEASE NOTE: Prior to closing the search and/or identifying the final candidate(s), all applicants that have applied by the review date MUST have disposition reasons assigned to them.

- Other methods of recruitment are outlined on the Search Process Report.
- The completed Search Close form is sent to Academic Affairs for review and creation of the search process report in AP Recruit.
- The search process report is routed to the Vice/ Associate Deans via AP Recruit.
- For non-faculty academic searches, Vice and Associate Deans have final approval authority. For faculty searches, the report must be routed to the Vice Provost, Academic Affairs for final approval.
- A copy of the approval notice is sent to the Vice/Associate Dean – Academic Affairs, the Department Chair/ ORU Director, and the HR Service Center.

### **Additional Information**

Temporary Appointments:

- Temporary appointments may be exempt from the search and search waiver process, ONLY if a search has been opened in AP Recruit and the candidate has accepted a formal offer for the permanent position and the "accepted offer" status has been recorded in AP Recruit, or if the candidate has an approved search waiver for the permanent position. Temporary appointments are limited to two years.

For the complete policy on academic searches and search waivers, please see the "UCSF Policy on Academic Searches and Search Waivers" found here: <http://tiny.ucsf.edu/searchandsearchwaiverpolicy>

Additional information and resources on the academic recruitment process are available at: <http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/recruitment.php>