

Academic Recruitment Process: UCSF Search and Search Waiver Policy Changes 2015

OFCCP Compliance Evaluation

- The Office of Federal Contract Compliance Programs (OFCCP) is charged with enforcing affirmative action and equal employment opportunity practices required of those who do business with the Federal government.
- OFCCP conducted a compliance evaluation of UCSF's academic and staff hiring practices from November 2010 - October 2011.
- OFCCP found no evidence of discrimination in hiring practices at UCSF.

OFCCP Compliance Evaluation

- UCSF was found to be non-compliant in some technical requirements related to:
 1. Applicant tracking
 2. Collection and maintenance of personnel files and employment records
 3. Analysis to determine whether/where impediments to equal employment opportunity exists
- UCSF has entered into a Conciliation Agreement with OFCCP to address these issues.
- Failure to meet OFCCP requirements could lead to penalties by the OFCCP, including the delay or withholding of federal funds to UCSF.

Search Policy – What is changing?

Current Policy – Searches Required for the Following:

- Academic senate positions, including change in series from a non-Senate faculty position
- Academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned
- Academic appointments that are 50% time or more for one year or longer (excluding clinical instructors)

New Policy – Searches Required for the Following:

- Academic senate positions, including changes in series from a non-Senate faculty position
- Academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned
- ***All paid academic appointments for 3 days or longer (No exemption for instructors)***

Additional Search Process Changes cont'd

Our search strategy must change from narrow to broad because **modifications to search criteria will NOT be permissible after the Academic Recruitment Plan (ARP) has been approved.**

- **No changes to series or rank**
- **No changes to any qualifications requirements**

Current vs. Proposed Policy for Search Waivers: What's changing?

| For Existing Appointments Prior to 8/1/15 | For New Appointments After 8/1/15 |
|---|--|
| <p>All existing waivers will be automatically grandfathered and indefinite</p> <ul style="list-style-type: none"> • No renewals • No 5 year limit for faculty | <ul style="list-style-type: none"> • Waiver criteria will be more limited and greater scrutiny of justifications will be applied • Waivers will be of indefinite duration in <i>most</i> cases |

NOTE: A search or new waiver may be required if there is a change in the appointment status (e.g. break in service, change in series, department decides they would like to search the position)

Search Waivers

Reminder: Per UC Policy, a national search is required for all senate series appointments; therefore, search waiver criteria is limited to the following:

| Allowable | No Longer Allowable as of 8/1/15 |
|--|----------------------------------|
| Unforeseen, ongoing urgent clinical need – non-senate only | Short-notice replacement |
| PI/CoPI status for funding >50% of total effort – non-senate only | Unique and special skills |
| Limited use of non-senate titles (e.g. clinical instructor) for paid clinical and research fellows for up to 2 years. May be used to cover K awards for duration of award period – non-senate only | |
| All Expedited Search Criteria (same policy guidelines apply) includes some senate and non-senate | |

Exemptions from Search and Search Waiver Requirements

| EXEMPTIONS – Allowable Prior to 8/1 | EXEMPTIONS – Allowable After 8/1/15 |
|--|--|
| Visiting Professor / Visiting Professional Research Series | Visiting Professor / Visiting Professional Research Series |
| Recall | Recall |
| Volunteer Clinical Faculty | Volunteer Clinical Faculty |
| Other Without Salary Appointments (unless paid by affiliate) | Other Without Salary Appointments (unless paid by affiliate) |
| Clinical Instructors | No longer exempt |
| All appointments that are < 50% time or <1 year in duration | No longer exempt |

NOTE: Prior appointees hired without a search or waiver under an exemption that is no longer valid will be grandfathered; however, a search may be required if there is a change in the appointment status

Recommended Process Changes

In balancing compliance requirements with business operational needs, all aspects of recruitment were considered.

Example:

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.

Recommended Process Changes

The following have been approved for implementation on 8/1/15:

- 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.
- Enhancements to the AP Recruit system to facilitate applicant management and compliance with regulations

RECRUITMENT PROCESS – AP RECRUIT

Academic
Recruitment Plan
(ARP)

APPLICANT
MANAGEMENT

Search Process
Report (SPR)

NEW Process:

Academic
Recruitment
Specialist Enters
Data from
Department into AP
Recruit & Obtains
Necessary Campus
Approvals

Current Process in AP Recruit
for Committees/Chair

New Requirement:
***Enter Disposition Reasons to
Record why/where
applicants fell out of the
process***

NEW Process:

Academic
Recruitment
Specialist Enters Data
from Department
into AP Recruit &
Obtains Necessary
Campus Approvals

Staffing and workflow changes to Accommodate Process and Policy Changes

| <u>Academic Recruitment Specialist</u> – Provides Support for These Topics | Office of Diversity and Outreach – Provides Advice on These Topics |
|---|---|
| <ul style="list-style-type: none">❖ Recruitment Strategies❖ Policy Consultation❖ ARP and SPR❖ Placing Advertisements❖ AP Recruit Training❖ Search Waivers and Exemptions | <ul style="list-style-type: none">❖ Best Practices for Search Committees❖ Interview Questions / Materials❖ Applicant Pool Review❖ Diversity/Affirmative Action❖ Outreach❖ Equity Advisor |

What's Not Changing?

The following functions will remain in the Departments or Shared Services and will NOT be centralized

| Department | HR Shared Services |
|--|--|
| <ul style="list-style-type: none">❖ All activities related to the management of applicants (e.g. site visits)❖ Administrative support for committees❖ Contracting with search firms❖ All accounting activities (e.g. reimbursement for travel expenses) | <ul style="list-style-type: none">❖ Offer letters❖ Compensation plans/salary setting❖ Appointment process❖ Onboarding❖ Visas |

Transition – Hires Already in Process

Departments will be advised to work with their [recruitment specialist](#) to determine what steps to take for hires/appointments already in process. A transition search waiver will be accepted under the old policy for any of the following:

- Accepted offers on or before 8/1/15
- Packets already created in Advance on or before 8/1/15
- Visa applications in process on or before 8/1/15
- Search Waivers/exemption hire requests submitted to shared services (e.g. SRS ticket) on or before 8/1/15

This list will not cover all situations, especially in the month of August, so we really need to work through the transition on a case by case basis.

RESOURCES

- [New Academic Recruitment Web Pages on Academic Affairs Website](#)
- [Quick Guide for Committees and Reviewers](#)
- [Team Members](#) Available for Consultation