

# Academic Recruitment Packet

(Revised 01/14)

<b>Job Number (to be assigned by UC Recruit):</b>	
<b>Today's Date:</b>	<b>FTE Provision Number:</b>
<b>Division:</b>	
<b>Department Code:</b>	<b>Department Name:</b>
<b>Title Code:</b>	<b>Payroll Title:</b>
<b>Area of Specialization:</b>	
<b>Expected Recruitment Type (check one):</b> External <input type="checkbox"/> Internal <input type="checkbox"/>	
<b>Expected Hiring Type (check one):</b> Single Hire <input type="checkbox"/> Multi-Hire <input type="checkbox"/> Pooled <input type="checkbox"/>	
<b>Expected Appointment Begin Date:</b>	
<b>Expected Appointment End Date:</b> (If the position is expected to be indefinite, indicate that here.)	

**Department Contact/Preparer:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

*\*\*Route entire packet upon completion of each section*

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## Part 1 - Recruitment Plan for Academic Vacancies

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1. List search committee member names, identifying the Equity Advisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the criteria you intend to use to evaluate the applicants, including minimum qualifications for the position (e.g. Ph.D. or masters, teaching or research experience):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are the female and minority availability figures for this position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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4. Are there female or minority annual placement goals set for this position? If so, what are they?

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5. List the publication(s) where you intend to advertise this position (if applicable) including the length of time each ad will run. **Indicate which ones are intended to increase the diversity of your search.** Note: The hire of a foreign national must comport with Labor Certificate procedures. For more information regarding Labor Certificate requirements, please contact the Office of International Students & Scholars.

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6. List any colleges, universities or professional organizations you propose to contact (if applicable). **Indicate which ones are intended to increase the diversity of your search.**

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7. List any people who will be personally invited to apply to this position, if applicable (attach list if necessary):

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8. Describe any additional recruitment activities you intend to undertake. **Indicate which ones are intended to increase the diversity of your search**

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9. **Attach a copy of the advertisement.** Ensure that it includes the appropriate Affirmative Action / Equal Opportunity language (for more information regarding Academic Advertisement guidelines, see **Academic Advertisement Instructions**).

Signatures:

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Control Point

\_\_\_\_\_  
Office of Equal Opportunity & Sexual Harassment / Title IX Compliance



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**Attach an updated Applicant Evaluation Summary if changes to the make up of your pool have occurred.**

Signatures:

\_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Office of Equal Opportunity & Sexual Harassment / Title IX Compliance

\_\_\_\_\_  
Control Point\*

**\*Control point signatures:**

Type of appointment

Signature required

Ladder Faculty

College/Divisional Dean

Librarians

University Librarian

University Librarian

College level appointments

Academic Personnel

Lecturer

College/Divisional Dean

Researcher, Specialist

Project Scientist

Academic Personnel

Academic Coordinator

College/Divisional Dean or Academic Personnel as appropriate