

Date: October 10, 2024

To: Senate Faculty, Academic Department Chairs and Deans, Unit Directors, Department Business Officers and Department AP Staff

From: Dana Mastro, Associate Vice Chancellor for Academic Personnel

Re: Upcoming Search Plan Training for Search Committees during 2024-25

The Office of Academic Personnel and Academic Affairs/Equal Opportunity Policy Compliance will continue to host Search Plan workshops for individuals who will be participating on search committees in the upcoming year. This workshop is open to staff and faculty, and Search Committee Chairs are especially encouraged to attend.

Many of the recruitment-related issues that committees encounter can be avoided with a carefully crafted Search Plan, which sets the parameters, qualifications, requirements, and expectations for the recruitment's entire life-cycle. Successful Search Plan configuration and proper applicant management are therefore crucial to conducting a successful search.

The workshops will be offered on the following dates:

- Friday, Oct 18, 2024 from 9:30am – 11:30am
- Friday, Jan 31, 2025 from 9:30am – 11:30am
- Wednesday, Apr 9, 2025 from 1:00pm – 3:00pm

Additional workshop dates will be added during Summer 2025 in anticipation of the 25-26 recruitment cycle. A separate announcement will be sent once those dates have been finalized.

To register, please visit this link <https://ap.ucsb.edu/~staff.training.registration/> and scroll down to the "Faculty Workshops" section.

Questions may be directed to Helly Kwee at helly.kwee@ucsb.edu