

March 31, 2022

To: Deans, Department Chairs, and Business Officers

From: June Betancourt, Director  
Academic Personnel

Re: Pooled search updates, Unit 18 resources & other reminders

The Dec 2021 ratification of the Unit 18 Lecturers contract brings about significant changes that our campus continues to implement. Your diligence and cooperation with this process has been greatly appreciated. Today, I write to update you on recent developments and changes:

### **Pooled search timeframes & templates**

The current language in [Red Binder VII-1](#) pertaining to standing pool recruitments states that, *“All standing pool recruitment advertisements must be terminated on October 31, annually. New advertisements may begin after November 1 of each year. This is to ensure compliance with federal data reporting requirements.”*

To better accommodate departmental cycles and address timelines as outlined in the new Unit 18 contract, the following changes are now in effect:

- the timeframe for Unit 18 Lecturer standing pool recruitments has shifted. Searches may now terminate by March 31 annually. New advertisements may begin after April 1 of each year.
- Pooled recruitments for other academic titles may begin on any date, but must terminate within 365 days from the begin date.
- The next round of Red Binder updates will reflect these changes.

Also, to reflect Unit 18 contract changes, pooled search templates for Unit 18, as well as research titles, have been updated. These are at the [UC Recruit Resources page](#) and may be found under *Creating a Recruitment > Advertising Templates*

### **Unit 18 resources & FAQs**

As announced in our [March 4 memo](#), Unit 18 toolkit transition materials are available on our webpage [here](#). Additional resources have just been added to this list including FAQs and the Feb training materials. As additional resources become available, we will host them here.

- Please note that accessing this material requires that you sign in using your UCSB NetID login and password.

### **Reminder: Office hours**

The AP Office continues to host Zoom office hours twice a week on Mon afternoons and Thurs mornings through at least the end of April. For further details, please see the [March 4 memo](#).

cc: Labor Relations  
Equal Opportunity & Discrimination Prevention