

# Academic Personnel News

University of California, Santa Barbara

Winter 2019

## UC Recruit: What is a **Selection Process**?

*Alison Butler, Associate Vice Chancellor for Academic Personnel  
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If you have ever served on a senate faculty search committee, you know the importance of a well-crafted job ad. As the outward-facing message seen by potential applicants, the committee's focus is appropriately on finely tuning the job ad to attract wide interest and to collect a robust and highly qualified applicant pool comprising top candidates on the job market. The ad might include information about the campus and department, position details including the level and specific search area, and of course expectations around required and preferred experience and qualifications. The ad must also address the business side of the recruitment, the nuts and bolts such as document submission requirements, application deadlines, the EEO diversity tagline, etc. Once the search committee has compiled all of the elements of a job ad, it can feel as though the main hurdle in launching a recruitment is complete. However, the job ad is only one step in completing the Search Plan.

A less glamorous and yet essential piece of any recruitment's Search Plan is the Selection Process. The idea of a Selection Process is not unique to the UC Recruit system; all federal contractors including UCSB are expected to comply with federally mandated recruitment and hiring documentation and recordkeeping. This is not merely to satisfy legal obligations as compliance also helps to establish an effective recruiting process via consistent and transparent protocols. It also helps to defend the campus in the event of an investigation or audit, a challenge more easily met by using an applicant tracking system such as UC Recruit.

***"...good faith efforts will be used to follow fair hiring practices and protocols... search committees will only review applications completed by the review date."***

Within the UC Recruit system is a Selection Process tab. Containing two required sections and one optional section, departments enter the search *Selection Criteria*, *Selection Plan*, and optionally, *Specializations*. The Selection Criteria field allows departments to list the standards against which the department plans to evaluate applicants. This is usually straightforward—criteria should be job related, consistently applied, reflect the qualifications as configured in the rest of the recruitment, and may

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## UC Recruit: What is a *Selection Process*?

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...specify what the committee is looking for in the documents and reference letters (as applicable).

The Selection Plan is usually more involved. This section serves as the roadmap or outline detailing the steps the department will take to evaluate applicants and arrive at a shortlist and finalist. Ideally, it demonstrates that good faith efforts will be used to follow fair hiring practices and protocols, such as that search committees will only review applications completed by the review date. Selection plans will vary, even between two searches from the same department.

A recent well-written Selection Plan was described as follows: *After the primary consideration date passes, the department analyst will mark applicants against the Basic Qualifications to identify the qualified pool. Unqualified applicants will be deselected and assigned an appropriate disposition reason. The committee will then convene to divide up the Qualified applicants such that one or two search committee members make a first assessment, assigning a numerical score; files are then passed to the next committee member for a second numerical evaluation; scores are then tallied and submitted to the search chair; a long shortlist of 10-12 applicants is identified and Skype interviews are scheduled...etc.*

***“Selection plans will vary, even between two searches from the same department.”***

The Plan might also describe how and when reference letters are to be collected, plans for on-campus interview activities (job talks, one-on-one meetings, dinners, campus tours, etc), as well as departmental voting procedures. This is just one way that a Selection Plan might be presented; each department has its own approach honed over years of experience.

The last section of the Selection Plan, Specializations, is optional. It enables departments to create a custom list for applicants to select their area(s) of expertise. Search committees can then sort applicants according to specializations.

Documentation for the Selection Process does not end with the search plan. When the department is ready to propose a candidate, the department fills in the outlines via a “Selection Process Overview,” a write up describing the process used to determine the selected finalist for the position. Since things do not always go as planned, any changes or deviations from the Selection Process would be described here.

Establishing and documenting the Selection Process enables the campus to demonstrate its compliance to federally mandated requirements and its commitment to Affirmative Action and fair hiring practices. It mitigates potential risks arising from a lack of documentation in the event of an audit. Most significantly, it can help the campus reap the benefits of a diverse workforce by ensuring consistent and equitable evaluations of applicants, enabling UCSB to build upon on its strengths and forge into new areas. ■

## OUTSIDE ACTIVITIES TRACKING SYSTEM

*to be introduced at UCSB starting in April 2019*

As previously announced, UCSB will be introducing the Outside Activities and Tracking System (OATS) starting in spring 2019. OATS is a multi-campus collaborative project designed to facilitate the collection, review, and reporting of faculty outside professional activities that are subject to the University of California's Conflict of Commitment policies including APM 025, APM 240, and APM 246.

Originally in use at the David Geffen School of Medicine (DGSOM) at UCLA, OATS has been expanded and enhanced to meet the needs of participating campuses. In fall 2018, Davis and Santa Cruz went live. Other participating campuses include Berkeley, Irvine, Los Angeles, San Diego, Santa Barbara, and San Francisco.

OATS will replace our current AP Folio based Conflict of Commitment (APM 025) reporting system. Once the system is implemented at UCSB, the following actions will be submitted, reviewed and archived in the system:

- ✓ Prior approval requests to engage in APM 025 Category I activity
- ✓ Prior approval requests to involve students in outside professional activities
- ✓ Documentation and recording of time in APM 025 Category I and II activities
- ✓ Annual certification of APM 025 Category I and II activities

The new tool will provide consistency of reporting throughout the UC system as well as an enhanced user experience. AP will continue to update you on the progress and will provide opportunities for faculty and staff training. System-wide information about the project is available online at <https://info.ucoats.org/pages/>

### AP announces new *UC Recruit Drop-in Labs*

*Faculty and staff\* are invited to obtain in-person assistance with any recruitment issues. Come by the Academic Personnel Office in Cheadle Hall 1311 during Winter quarter during the following days and times: **Fridays** from **8:30am-10:00am** and **Mondays** from **1:30pm-3:00pm\*\****

*Drop-in hours are first-come-first-served and are being introduced on a trial basis in Winter quarter. Last session 3/25/19. Issues requiring more than 15 minutes may require a separate appointment.*

**Questions? Contact June Betancourt, x5728 or [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)**

\*Job applicants should work directly with recruiting department

\*\* no labs on 2/15 & 2/18

***Call for  
Applications:  
2019-20  
Career  
Development  
Awards  
and  
Fellowships***

**The Faculty Career Development Award (FCDA)**

**Program** supports non-tenured faculty who, because of the nature of their position or their role in campus affairs, have encountered significant obstacles in pursuit of their research, creative work, teaching, service, or mentoring obligations, or who have made unusually time consuming efforts in helping to achieve campus diversity.

**The Regents' Junior Faculty Fellowship (RJFF)**

**program** was created to help eligible junior faculty develop a substantial record in research and creative work necessary for advancement to tenure.

**The Regents' Humanities Faculty Fellowship**

**(RHFF) program** is intended to encourage and facilitate research, advanced or independent study, or improvement of teaching effectiveness in the humanities by providing supplemental summer or sabbatical leave salary.

**Applications are due by 5pm Thursday, January 31**

Further information and online application available at:

**<https://ap.ucsb.edu/resources.for.academic.employees/awards/>**

## UCPATH—what to do when you need assistance

***If you have experienced a problem with your pay:***

If you or one of your employees notice a problem with your gross pay (too much, too little, or no pay), please contact your business officer or other appropriate departmental staff. The department is in the best position to quickly assess the reason for the pay problem. Departmental staff may consult with the Academic Personnel office if they cannot identify the cause of the problem.

***When to contact the UCPATH Center:***

If you or one of your employees have questions about benefits, paycheck withholdings or deductions, direct deposit, missing paper checks, or general inquiries, please contact the UCPATH center directly. On the UCPATH portal click on "Ask UCPATH Center" to submit an inquiry. You may also call the UCPATH Center at **855-982-7284** from **8 am to 5 pm Monday – Friday**.



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George H. Michaels, Executive Director, Instructional Development

## ***The mission of Instructional Development at UCSB...***

...is to help faculty members in all aspects of their teaching. From consultation on effective teaching techniques and funding for innovative curricular development, through professional production assistance with course materials, to effective classroom and online learning experiences, Instructional Development can be of great help. The organization does this through a range of expertise, resources and services housed in one location in Kerr Hall. Instructional Development at UCSB is also unique in the UC System for the degree of integration of all of these resources and services in one location with one mission: helping our faculty do the best job possible of bringing cutting edge research into the undergraduate curriculum with effective, research tested pedagogical strategies.

Instructional Development has a long tradition of national recognition for excellence and has been meeting the instructional and production needs of UCSB faculty for over forty years. Assistance is available to faculty members in the broad categories of consultation on teaching and learning; assessment of student learning and assessment design; course evaluation and evaluation design; automated test scoring; limited grant funding for curricular development; TA training; faculty workshops on face to face, blended, and online instructional strategies and tools; as well as production, classroom, and online instructional support services.

In addition to the range of services related to undergraduate instruction that Instructional Development provides for free, we can also apply our expertise in support of research and research dissemination on a recharge basis. We provide complete audio and video production, field videotaping, professional photography, scanning and digitizing services, large format poster printing, live and prerecorded streaming video hosting, and audio-video support for campus events. All of these recharge services are available on-campus, and at much lower rates than off-campus vendors will charge.

We are always happy to consult with faculty on any and all instructional and non-instructional challenges, projects, and ideas. More information is available on our website: <http://id.ucsb.edu>, or by phone at 893-8583. Please do not hesitate to take advantage of the assistance that we can provide. How may we help you?

# ACADEMIC PERSONNEL STAFF

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*Our next newsletter is scheduled for Spring 2019. If you have a question or topic to suggest,  
please send to [june.betancourt@ucsb.edu](mailto:june.betancourt@ucsb.edu)*