VII-5

PROCEDURES FOR RECRUITMENT OF TEMPORARY ACADEMIC POSITIONS

(Revised 8/25)

The following steps are to be taken by the Department:

A. Recruiting

1. Form a search committee, if appropriate. If a committee is formed, it must include one academic employee designated as the departmental equity advisor.

2. Determines the length of the recruitment period.

3. Determines the publications or advertising sources to be used.

4. In consultation with the appropriate control point, establishes the expected salary or budgeted range that the department reasonably expects to pay – see Guidelines for the Application of SB 1162 and AB 168 on AP website.

5. Sets a realistic deadline for receiving applications so that campus Equal Opportunity policy and procedures may be carried out without undue pressures. The advertising period should be long enough to provide the opportunity to attract a reasonable number of applicants. In no case may a recruitment run less than two weeks.

6. Follows established departmental and campus procedures and review criteria for the application process.

7. Completes the Recruitment Plan in UC Recruit. The Recruitment Plan contains all relevant information on how the position will be advertised, how the applicants will be evaluated, the efforts that will be made to ensure equal employment opportunity, and to reach a broad applicant pool.

8. Publishes the recruitment in UC Recruit after the Recruitment Plan is approved.

9. Places any additional approved advertisements for the position, including required EO and SB 1162 language, as specified in Red Binder VII-7. Retains all copies of advertisements as they appear in publications and online, including duration of advertisements.

10. Performs all other good faith recruitment efforts in accordance with state and federal equal opportunity and non-discrimination guidelines.

B. Processing Applications and Interviewing

1. When an applicant pool does not contain sufficiently qualified people to fill a vacancy, it may become necessary to extend or reopen a search. The department is responsible for repeating the requisite steps as necessary.

2. Updates the applicant's status in UC Recruit.

3. Contacts prospective candidates and invites them to campus for an interview. Additionally, ensures that the proposed interview schedule is appropriate and that it is applied uniformly to all candidates. Departments may reimburse candidates for interview travel and related expenses in accord with IRS

regulations and University travel policies. Under exceptional circumstances, if funding is available, a candidate who has accepted an offer may be reimbursed for a single house hunting trip in accord with IRS regulations and University travel polices.

C. Equal Opportunity Hiring Proposal

1. Once a potential hire has been identified, completes the sections labeled “Search Report” in UC Recruit.

2. Updates the applicant’s status in UC Recruit and enters disposition reasons for applicants including those who were interviewed but were not selected for the position.

3. Generates Search Report in UC Recruit and submits for approval by the Chair, Dean, and Equal Opportunity & Policy Compliance.