VII-4

PROCEDURES FOR RECRUITMENT OF SENATE FACULTY AND OTHER PERMANENT ACADEMIC APPOINTMENTS

(Revised 4/26)

Before initiating a search, the department chair should review Red Binder I-14 Faculty Appointments, and I-13 Retention of Academic FTE. The department must have an allocated FTE and prior approval from the Executive Vice Chancellor and Provost to recruit for the position. For other permanent academic positions (i.e. Librarians) appropriate approval for the use of the FTE must have taken place.

The following steps are to be taken by the Department:

A. Recruiting

1. Form a search committee.

2. Determines the length of the recruitment period.

3. In consultation with appropriate control points, determines 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.

4. Determines the publications or recruitment sources to be used. Advertising through the JobElephant service is highly recommended to assure Labor Certification requirements are met should the eventual hire be a non-US citizen. The department should consult with the Office of International Students and Scholars at oiss@sa.ucsb.edu from the start of the recruitment to assure current Labor Certification requirements are met.

5. Sets a realistic deadline for applications so that campus Equal Opportunity policy and procedures can be carried out without undue pressures. The advertising and outreach period should be long enough to provide the opportunity to attract a reasonable number of applicants. Permanent positions must be advertised for at least 30 days.

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, and the efforts that will be made to ensure equal employment opportunity and to reach a broad applicant pool.

8. Submits the Recruitment Plan in UC Recruit for review and approval by the Committee Chair, the Equal Opportunity and Policy Compliance office, the Dean, and Academic Personnel.

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

10. Conducts outreach and places any approved advertisements for the position, including required EO and SB 1162 language, as specified in Red Binder VII-7. Retains all copies of email outreach and advertisements as they appear in publications and on-line, including snapshots to be uploaded later under Evidence of Ads or Outreach.

11. 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. After the advertised review date, evaluates the quality of application materials. When an applicant pool does not contain sufficiently qualified people to consider for the position, it may become necessary to extend or reopen a search. The department is responsible for repeating the requisite steps as necessary.

2. Consults with the Dean's office to schedule the Dean review of the applicants. College requirements may vary.

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

4. Upon receiving the approval of the Short List Report in UC Recruit, 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. Search Report and Hiring Proposal

1. Once a potential hire has been identified, completes the sections labeled "Search Report" in UC Recruit, using the AP website for guidance as needed.

2. Updates applicant's status and proposed start date in UC Recruit and enters disposition reasons for all 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, the Equal Opportunity & Policy Compliance office, and the Dean.