

## Conducting *on-campus-analogous* faculty interviews COVID-19 guidelines

Prepared by AP & EODP, last updated 3/13/20

Equal opportunity best practices say that all interviewees should be interviewed in the same manner whenever possible. If interviews have not yet started, it's best to be consistent across candidates and to conduct all interviews for your search via the same format.

If faculty interviews are in progress and some candidates have already visited in-person while other shortlisted candidates are unable or choose not to travel, the department should proceed using a remote interview format (Zoom, Skype, etc).

Departments should make every effort to adhere to the approved search plan by proceeding with the same or similar activities via teleconference as were, or would have been, offered to in-person interviewees.

Campus attendees to any interviews, seminars, job talks or meetings should also be given the option to attend remotely. Departments may also record presentations for later viewing. (Note that recordings must have the consent of all parties.)

Remote interview candidates will need to have a written itinerary that includes a schedule of their virtual interviews and presentations, as well as any announcements for job talks or presentations (as applicable). They should have a few scheduled breaks between interviews for their own comfort, just as they would if they were on campus walking from one meeting to another.

An important item to keep in mind is to thoroughly document the search process. This encompasses all materials generated in the course of applicant evaluation and documentation of methods used to evaluate applicants and arrive at a Proposed Candidate (finalist). In order to facilitate this goal, the following tips and resources may be of use:

- The Faculty Search Process overview chart at <https://ap.ucsb.edu/resources.for.department.analysts/content/Senate.Faculty.Recruitment.in.UC.Recruit.pdf>
  - Both Stages 3 and 4 might be conducted as remote or teleconference interviews.
  - Don't forget to keep information in UC Recruit updated in as close to real-time as possible - e.g. use the applicant statuses to designate real-time changes in applicant statuses: *Serious Consideration*, *Recommended for Interview*, *Soft Offer Extended*, etc.
  - Don't forget to have the committee track and preserve reasons for deselection for all Qualified applicants. The committee members may also record information into the system (e.g. by assigning Disposition Reasons and Comments) directly to explain why applicants are deselected during the review process.
- Remember to run the Shortlist Report and obtain all approvals **before** on-campus-equivalent interviews are arranged. If your college or division uses a parallel outside-the-system process for approvals, the information should also be entered and processed in UC Recruit at roughly

the same time. Outside process documentation needs to be uploaded for the record. **Formal approval of a Shortlist Report takes place in UC Recruit.**

- Applicant statuses and processing steps are shown here: [https://ap.ucsb.edu/resources.for.department.analysts/content/applicant\\_statuses\\_work\\_flow.pdf](https://ap.ucsb.edu/resources.for.department.analysts/content/applicant_statuses_work_flow.pdf)
  - Keep in mind that only those with a Department Analyst role in UC Recruit see *Late* and *Incomplete* applicants.
  - *Late* and *Incomplete* applicants follow the red process flow along the top (search committees won't see *Late* or *Incomplete* applications). Please don't share these files with the search committee outside the system.
- The use of written applicant evaluation rubrics may be an important tool for search documentation. A sample template is available from AP. It may be modified as appropriate.
  - Documentation such as evaluation sheets may be uploaded and associated with individual applicants to facilitate recordkeeping. Go to the recruitment's *Search Info* tab > *Documentation* > *Interview Materials* > *Upload* button.
- Departments are reminded to stay mindful of the EEO/AA guidance here as they proceed with searches: [https://ap.ucsb.edu/resources.for.department.analysts/content/EEOAA\\_Search\\_Report\\_Guidelines.pdf](https://ap.ucsb.edu/resources.for.department.analysts/content/EEOAA_Search_Report_Guidelines.pdf)
  - The questions contained in the Guidelines assist in creating the narrative or "Search Process Summary" required as part of the Search Report.
  - All materials, whether written down or recorded via webinar or other media, constitute search documentation and should be uploaded to the recruitment whenever possible. When not possible, departments are advised to retain the materials within the department for five years.
  - If the search does not yield a Proposed Candidate, departments should still plan to document applicant evaluations and search outcome with a Search Report.
    - A failed search is no less likely to be challenged or audited than a search with a selected candidate. Recent audit findings show that lack of documentation can be interpreted as an attempt to discriminate.

Questions about this guidance may be directed to:

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