Search Plan FAQ

Details:

How do I format the Title for recruitments?

Generally when formatting a title for a recruitment, use the Payroll Title followed by the Area of Specialization or Discipline (if applicable) and the Department. For example:

- *Assistant Professor in Astrophysics, Department of Physics*

Some departments also elect to put language in the title when there are multiple positions available. We suggest that any additional information be placed at the end of the title. For instance:

- *Lecturer in Department of Art History (Pooled Recruitment)*

It is not recommended that you add the year in the title, as they may unnecessarily hem you into appointments for specific dates. If this is your preference, please consider the ramifications carefully and consult with AP or EODP as needed.

Dates:

What is a Review Windows search?

New searches in UC Recruit may only be configured as “Review Windows”, which mimics the former “Initial Review Date”, or IRD, search functionality. The option for an “Open/Close/Final”, or OCF search, is no longer available.

In Review Windows searches, applications are received in review windows bookended by publicly advertised review dates. Completed applications are visible to the search committee **once a review date passes**. Applicants who submit their complete applications after the IRD are able to apply until the final date, but **can only be assessed and evaluated if another review date is added.**

When should I set an additional review date?

If your initial applicant pool is not as robust or competitive as expected, an additional review window may be added. Additional review dates should be set for at least two weeks into the future. This will give you enough time to increase your outreach in an effort to attract additional applicants, and will give incomplete applicants a chance to complete their applications.

How does the visibility of additional review dates work?

Additional review dates set after “today” (i.e. the day you are adding the review date) are automatically set as publicly visible to all applicants. The best practice is to set a review date into the future so it is visible (public) to potential applicants.

Are private review dates possible?

Additional review dates that are set before “today” (i.e. the day you are adding the review date) will automatically be set as private. They will not be visible to applicants. As such, use of these back-dated review dates is not recommended. However, if you think a private review date is necessary in your situation, please reach out to AP or EODP for guidance before adding a private review date or a review date in the past.

When can we expect to begin applicant review?

Applicants have until 11:59 PM PST on the Initial Review date (or subsequent review dates) to complete and submit their applications. Applicant review should not begin until after this time has passed. For example, if your IRD is November 1, applicant review can begin at midnight on November 2. Please keep this in mind when deciding which date to set for your IRD/Review dates.

Can we set the IRD or an additional Review Date for any day of the week?

Technically, you can, although we recommend against having a review date that falls on a Saturday, Sunday or Holiday, since staff will be unavailable to help applicants trying to meet the deadline if they run into technical difficulties or have questions. This is especially true during the December Holidays, as many staff are away. Please note that a Friday review date may mean your AP analyst will not review the applicant pool against Basic Qualifications until they return to work on Monday.

Does the "Final Date" mean the date by which the department needs to have finalized the recruitment and hired a candidate?

No. The final date simply reflects the last date that applicants can submit an application for potential consideration. This date is *not* the date by which the department needs to hire a candidate. Be sure to set the final date out far enough, so that additional review dates can be added if necessary.

Position Tab:

Do we have to include a salary range in our recruitment?

Yes. There is new language required for the salary range section with the implementation of the California Senate Bill 1162 (effective January 1, 2023). You can view the requirements, guidance, and templates/examples here: https://ap.ucsb.edu/resources.for.department.analysts/content/UCSB.Implementation.AB.168.and.SB.1162.pdf

What is a "pay scale"?

The pay scale reflects the range encompassing salaries that you reasonably expect to pay a finalist. It is usually represented as a range of values such as $X - $Y, where $X represents the lower limit and $Y the upper limit. It generally means that you cannot offer less than $X or more than $Y to your finalist.

Note that the "pay scale" as defined by SB 1162 is NOT the same thing as our salary scales/tables. The pay scale must reflect the actual amount that you expect to pay a finalist, and should take into account factors such as experience level and potential competing offers.

Position Description:

What should I put in the Description section?

The Description section is the main description of the position. It usually includes job duties, Field of Study focus, information about the department and/or university, etc. The Description serves as the advertising text and should contain the basic elements of an advertisement as listed in Red Binder VII-7. Please note that with Billboard, the description should **not** contain information that is already included in other applicant facing areas of the Search Plan, such as Qualifications, Application requirements, contact information, etc.

Does language choice matter in the description?

Use balanced and inclusive language. Avoid terms that are gendered, racialized, or otherwise may communicate a bias in favor or against applicants on the basis of protected class identity. For example, avoid stereotypically masculine hiring descriptions (e.g., assertive, decisive, logical). To be clear, we're not suggesting that women are not assertive, decisive, or logical. But research suggests that using stereotypically male terms in a job ad can decrease the number of female applicants.

Do I need to add the Equal Opportunity/ Affirmative Action Tagline within the Position description section?

Per federal regulations, job advertisements must include the Equal Opportunity/Affirmative Action Statement. This language is now automatically included in the UC Recruit advertisement via the Standard Text section, **however, it should be manually added and included in all job ads posted outside of UC Recruit (including shortened and alternate ad versions).**

Application Requirements:

Is it okay to delete the default document slots that the system generates with every recruitment?

Yes, it is recommended that departments carefully customize the Required Documents for each recruitment. We also recommend that departments use the "Edit" button in the Document Requirements field to re-order the documents so that required items and optional items are grouped together for clarity from the applicant's point of view. Use the free-form text fields for further explanation. For example, to describe the kinds of information that would be appropriate, or to advise of page or file size limitations (e.g. "2 pages maximum," "teaching evaluations, if available," etc.)

When it comes to references, should we choose "Contact Information Only" or "Letters of Recommendation"?

The system offers three reference requirements settings: Letters of Recommendation, Contact Information Only, and None.

1. **Letters of Recommendation:** this option requires the applicant to provide reference names and contact information and requires that the applicant trigger the solicitation to be sent to the reference as part of the application.
2. **Contact Information Only**: this option requires the applicant to provide the minimum number of reference names and contact information. The department may later request a letter from each reference by triggering a solicitation request through the system. The committee's planned use of "Contact Information Only", including at which stage and for which applicants references will be contacted, must be clearly explained within the Selection Plan.
3. **"None"** means that the department will not use references in the UC Recruit review process.

For Senate faculty searches, "Contact Information Only" is typically used when the committee wants to see letters only for Serious Consideration (long-Shortlist) or Shortlist candidates. It is most often used for tenured position searches. Note that if letters are requested for one Serious Consideration or Shortlisted candidate, they should be requested for all Serious Consideration or Shortlisted candidates. Once solicited, it may take several weeks for applicants to receive their letters. Please be sure to account for this timeline within your search plan. If the committee wants to see reference letters as part of its initial review of applicants in order to help determine the Shortlist, triggering solicitations for each applicant's references via Contact Information Only is an arduous task and waiting for letters later in the process can impact the timeliness of inviting applicants for interviews. Instead, we recommend that the department choose Letters of Recommendation, the setting most often used in non-tenured faculty searches.

For many non-Senate searches, the committee may elect to contact references less formally (i.e. phone call instead of soliciting a letter through UC Recruit) to check a finalist's references. This is also an appropriate use of "Contact Information Only".

What is the Reference Process Explanation?

The Reference Process Explanation is a free-form field within the References section of the Requirements tab, and explains how references will be used. Keep in mind that this field is **applicant-facing** and is meant to explain to applicants how and when their references will be used. As such, it is best practice to tailor this explanation to the applicant, not the administration. For example, for a "Letters of Recommendation" setup, you might explain that applicants must provide names and contact info for a minimum number of references, and trigger the solicitation in order to complete their application. Or for "Contact Info Only" setup, you might explain that references will be solicited by the department for those that make it to the the shortlist, or that only the finalist's references will be contacted by phone before extending a soft offer.

Applicants have solicited their Letters of Recommendation, but some applicants have not received all of the required letters. Can we still consider them?

Yes. When reference requirements are set to "Letters of Recommendation", an application is considered complete once the letters are requested, not received. If some applicants are missing a letter, the committee can re-solicit the letter(s) on behalf of the applicants. This should then be done for all other applicants missing any letters. Missing letters of recommendation should not be the sole reason an applicant does not advance. Deselecting an applicant on this basis alone is problematic because applicants have no control over the responsiveness of their references, and therefore should not be disadvantaged when their letter writers do not follow through.

Do all applicants have to submit a Statement of Contributions to Diversity?

For Senate Searches, yes– Statements of Contributions to Diversity should be included in your *required* documents, and must be submitted as part of the candidate's file along with other required documents.

For Non-Senate Searches, no– Statements of Contributions to Diversity may not be made mandatory. You may either eliminate them from your requirements, or, if you choose to include them as part of your required documents, you must designate them as *optional*.

Qualifications:

What is a Basic Qualification?

Per federal regulations, Basic Qualifications are the minimum requirements to be considered for a position. **These must be met at the time of application** and are verifiable using application materials alone. The qualifications must be:

- Objective
- Non-comparative
- Job-related

Our Basic Qualification said applicants must have a PhD in a relevant field, but there are many applicants who are on track to receive their PhD next month. Can we consider them since it is so close?

No. If your Basic Qualification says you require a PhD at time of application, then you must stick to what was advertised. When drafting your Search Plan, if you think you might consider strong applicants who are close to having their PhD conferred, the Basic Qualification could say "Applicants must have completed all requirements for a PhD (or equivalent) in [fields], except the dissertation, at the time of application." Another option could be, "Applicants must have a PhD (or equivalent international degree) in [fields], OR be enrolled in a PhD program at the time of application."

What are Additional Qualifications?

Additional Qualifications are those that applicants are required to meet by the time of appointment, and as such, they must be measurable and unambiguous. We should be able to show an outside auditor whether an applicant met or did not meet these requirements at the time of their appointment. For example, when requiring experience in something, how much experience is required (6 months? At least 5 years?). If your Basic Qualification is ABD status, this is where you would require that applicants have a PhD conferred by the time of appointment.

What are Preferred Qualifications?

Preferred Qualifications are desired qualifications, but they are not required. These qualifications form the basis for more substantive evaluation of applicants that meet the Basic Qualifications, and may be used in helping narrow down the pool of qualified applicants to a long shortlist and/or shortlist.

Diversity

How do I know if our recruitment has any Affirmative Action Placement Goals?

The Affirmative Action Placement Goals can be found on the EODP website, or at this direct link: https://drive.google.com/file/d/1f3mDy9l9YkJ0qYOZmBZO_gA8xtSNXIWR/view

When checking for goals, please be sure you're looking at the correct job group based on your recruitment's title code(s) (i.e. tenured vs non-tenured).

What information is the "Equity Advisor role" field supposed to contain?

This field may be used to write a brief description of your Associate Dean Faculty Equity Advisor's role in the recruitment (i.e. reviewing shortlisted applicants, etc.). If the FEA will not have a specific role in your recruitment, please enter N/A.

Advertisements

Does our campus have any free advertisement sources we can use?

Yes- we encourage the department to take advantage of the campus' unlimited subscription plans for advertising academic positions to address any Placement Goals in Blacks in Higher Ed.com, Women in Higher Ed.com, Hispanic and Higher Ed, Asians and Higher Ed and Higher Ed Jobs.com, paid for by the Executive Vice Chancellor's office. These subscriptions are available to use, free of charge to departments, via Job Elephant. To do so, you can contact Andy Boom at andy@jobelephant.com.

Are we still required to upload an ad quote from Job Elephant?

Job Elephant no longer provides planned ad campaign quotes, so we do not require these to be uploaded. However, **we still encourage departments to carefully vet and approve any costs** associated with their planned job postings before committing to them within the search plan. This is especially true for sources that will serve to address your Affirmative Action Placement Goals. If you'd like to continue uploading documentation to confirm ad costs and approval, we encourage you to do so under Ad Documents.

Our recruitment has Affirmative Action Placement Goals for one or more URM groups. How do we address this?

We must identify at least one advertising source whose majority audience is the specific minority group(s) that we have goals for. For example, if your Placement Goal is for women, you could choose a source like Women in Higher Education, Women inside STEM, or Women in Academia Report. You may find a specific source that is relevant to your field, or something that is more general. Adding these targeted outreach sources demonstrates a deliberate effort to address the current Placement Goal(s). When Placement Goals are accidentally not addressed in outreach efforts, it may lead to delays in the shortlist or hiring stage, where you may be required to place these ads before moving forward.

The Job board I want to post in has a word limit. May I shorten our ad language?

Yes. If you'll use a shortened or altered version of the ad for emails, social media or any source with character and/or formatting restrictions, we ask that you upload the short ad version for review and approval under Advertisements > Ad Documents. We look to make sure the required elements are included- the EO/AA tagline, Salary range information, and the JPF number (job number). There are approved abbreviated versions of these taglines, so please reach out to EODP or AP if you'd like them.

What is the "Applicant Search Sources" section?

This section is meant for you to enter each of your advertising sources to allow applicants to indicate on which source they found your ad. This might be helpful in planning your future outreach to know which sources were most effective, and helps us keep track of our outreach effectiveness for reporting/auditing purposes. Once the search is underway and has applicants, you will be able to return to this section to see how many applicants found your advertisement on each source.

What is the Ad Sources section for?

Entering each source into the Ad Sources section will create a digital slot for you to upload the corresponding evidence of advertisement within the Search Report. Evidence of Advertisements are part of our record keeping requirement, so please remember to capture a full screenshot of each posting and save outgoing email listserv outreach.

Are we required to place a print advertisement?

Department of Labor (DOL) employment regulations make it possible for departments to use online-only advertising to recruit for university teaching positions while satisfying DOL visa and work authorization requirements. However, federal visa and work authorization documentation requirements remain stringent and require careful management. If the selected finalist is a foreign national and requires labor certification, specific advertising evidence must be provided as part of the required DOL documentation. Departments that use JobElephant may forgo the campus requirement of placing at least one print ad for each Senate faculty Search because of the service the agency provides in recording advertising evidence. Job Elephant can be unreliable in capturing and providing snapshots of postings, so it is important to be sure to take your own snapshots on Day 1 **and** Day 30. These evidences will need to be uploaded under Evidences of Advertisements.

Selection Process

What are Selection Criteria?

Selection Criteria are what the committee will use to assess applicants. These criteria should include the Basic, Additional, and Preferred Qualifications expressed in the Qualifications tab of the recruitment, but should also include additional information about how some of these qualifications are assessed. For example, if you have "strong oral communication skills" listed as a Preferred Qualification, how would you assess this? The Selection Criteria section is where you might explain that this will be assessed based on e.g. the candidate's job talk. You should also note how application materials will be assessed (what metrics will be used and how they will be weighted), such as the Statement of Contributions to Diversity.

What should go into the Selection Plan?

The Selection Plan serves as the road map the search committee expects to follow in order to arrive at a finalist. It should include steps the committee will take from start (applicant intake) to finish (finalist selected). The Selection Plan should include information about how applicants will be screened, what evaluation protocols are in place, any applicable voting procedures, information about how interviews will be conducted, how/when references/letters will be used, etc.

It is important that the search committee, or at least the committee chair, vets this Selection Plan and understands that this is the process they are expected to follow when reviewing, managing, and interviewing applicants.

Committee

Can our committee be composed of a single individual?

This is not a best practice as it is inconsistent with a system with built in checks and balances to reduce the effects of implicit bias. It is recommended that at the very least, a Faculty Editor (or another committee member) be assigned to the committee.

- The Faculty Editor is typically a faculty member with voting rights, who remains impartial and keeps the committee on track of selecting a candidate based on the qualifications set forth in the plan, which can be helpful in reducing the effects of implicit bias.
- This is especially important when an appearance of a potential conflict of interest arises with one or more of the applicants.
- Faculty Editors can also help to ensure that equal opportunity policies and best practice procedures are carried out throughout the academic search process in consultation with EODP and AP.

HELPFUL RESOURCES FROM OTHER UC CAMPUSES:

UCLA Faculty Search Hiring Guide:
https://ucla.app.box.com/v/searching-for-excellence
UCLA Faculty Search Process Website:
https://equity.ucla.edu/faculty-search-process/

UC Berkeley Senate Search Guide:
https://ofew.berkeley.edu/academic-recruitment/senate-searches/senate-search-guide