

Academic Recruitments

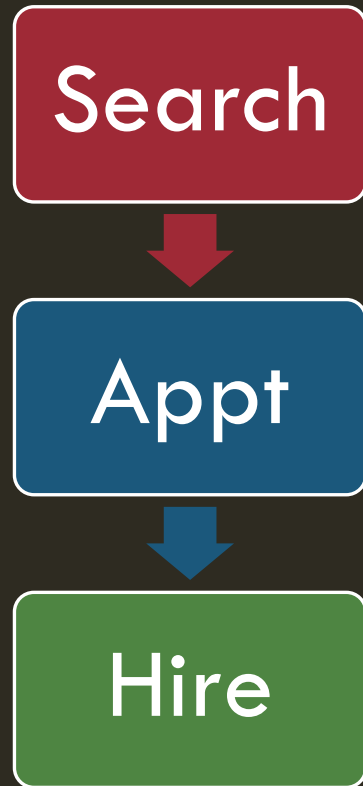
Policies, Procedures, and Best
Practices

September 18, 2024

Agenda

- Recruitments
 - Definitions, Purpose, Compliance
 - Titles requiring recruitments
- Pre-Recruitment Activities
- UC Recruit
 - Search Plans
 - Applicant Management
 - Search Report
- Exemptions and Search Waivers

Recruitments: Definitions



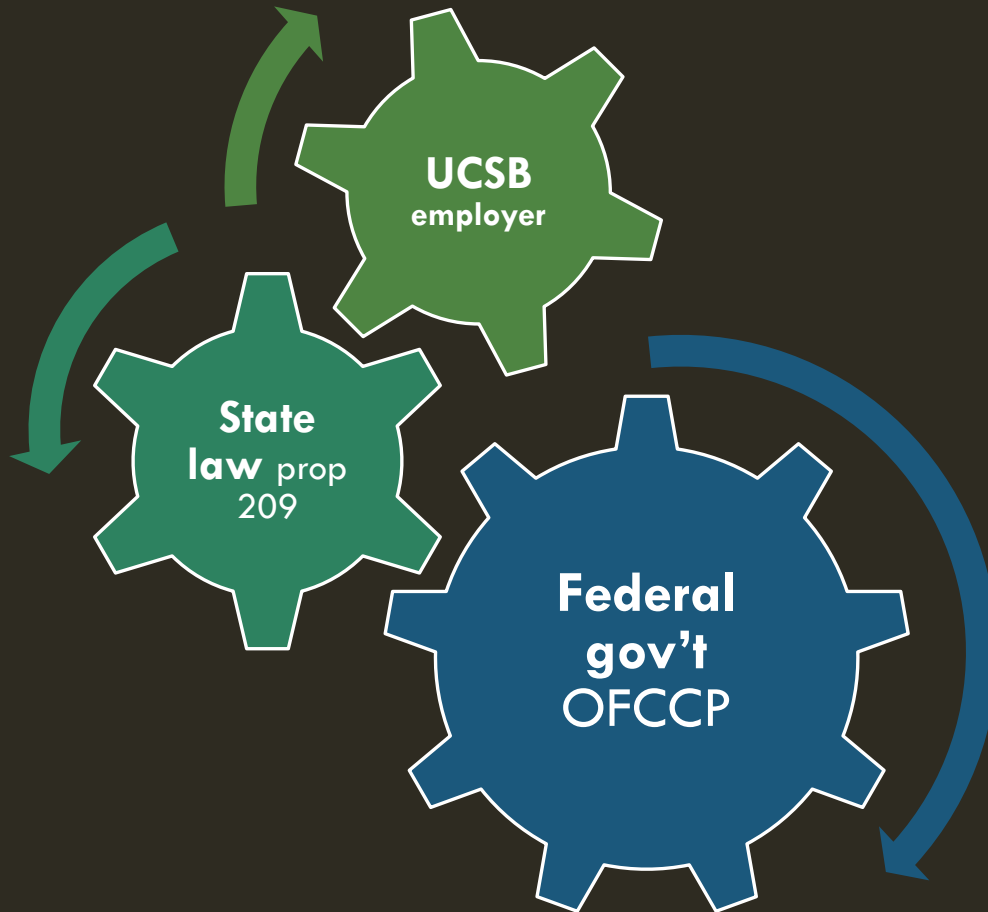
- An open search solicits applications from applicants for the purpose of finding and hiring the best candidate for a position while making good faith efforts towards affirmative action
- RB VII-1

Accountability & Compliance

- Office of Federal Contracts Compliance Programs
- The purpose of OFCCP is to enforce, for the benefit of job seekers and wage earners, the contractual promise of affirmative action and equal employment opportunity required of those who do business with the Federal government



Accountability & Compliance cont'd

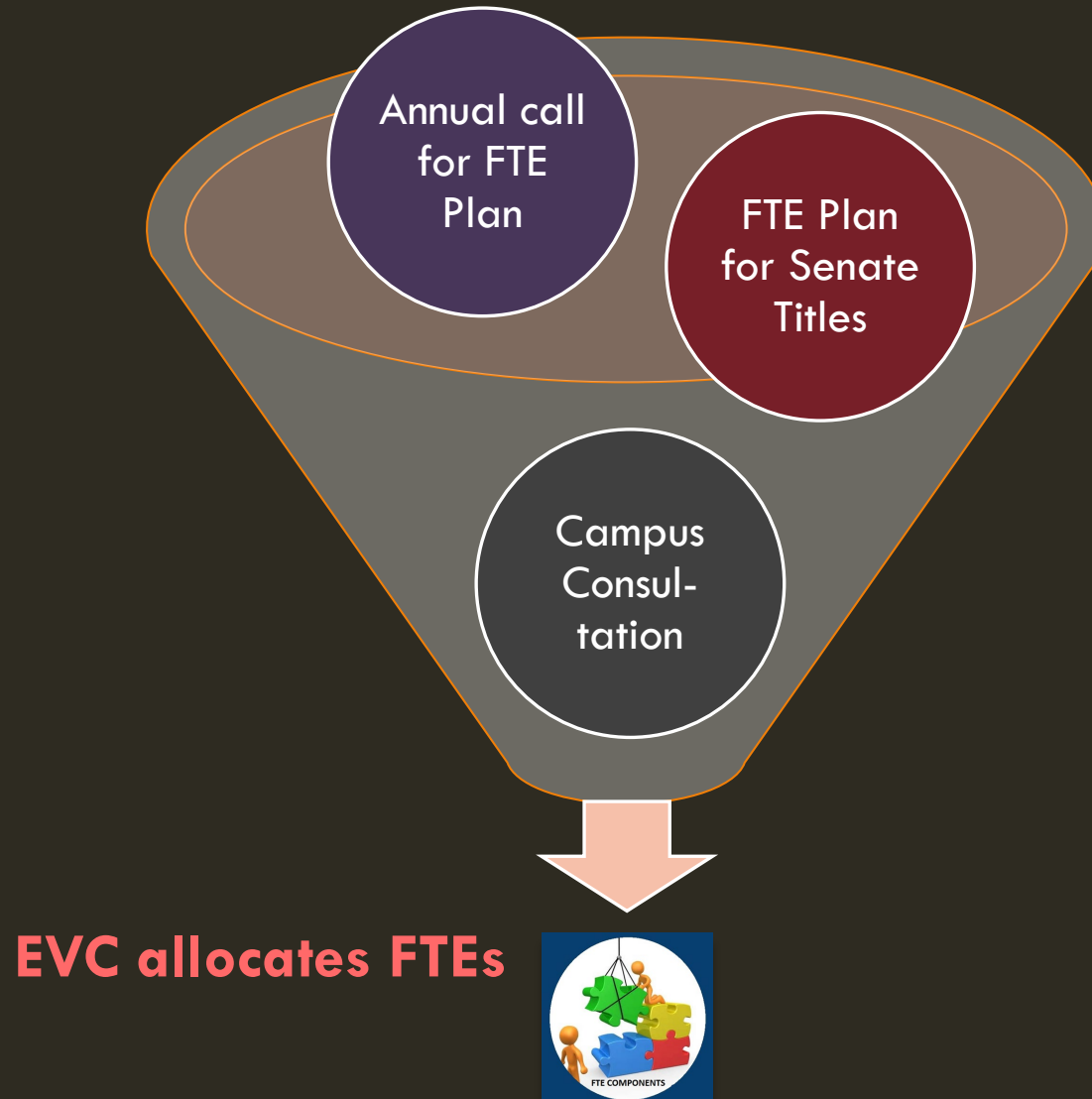


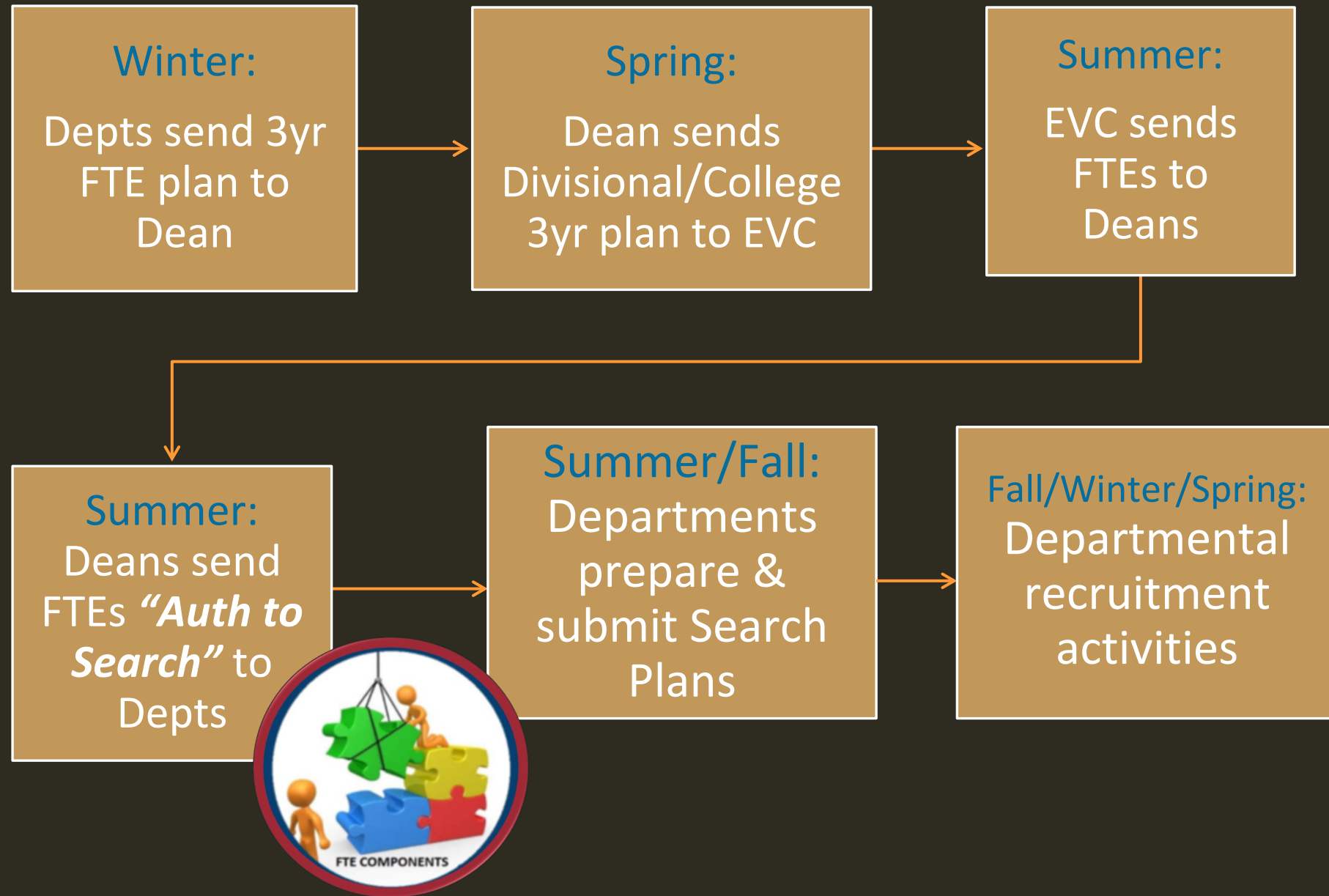
- CA State Legislature Proposition 209
California Civil Rights Initiative
- State Constitution amendment
- Prohibits discrimination based on race, sex, ethnicity in public employment, contracting, and education

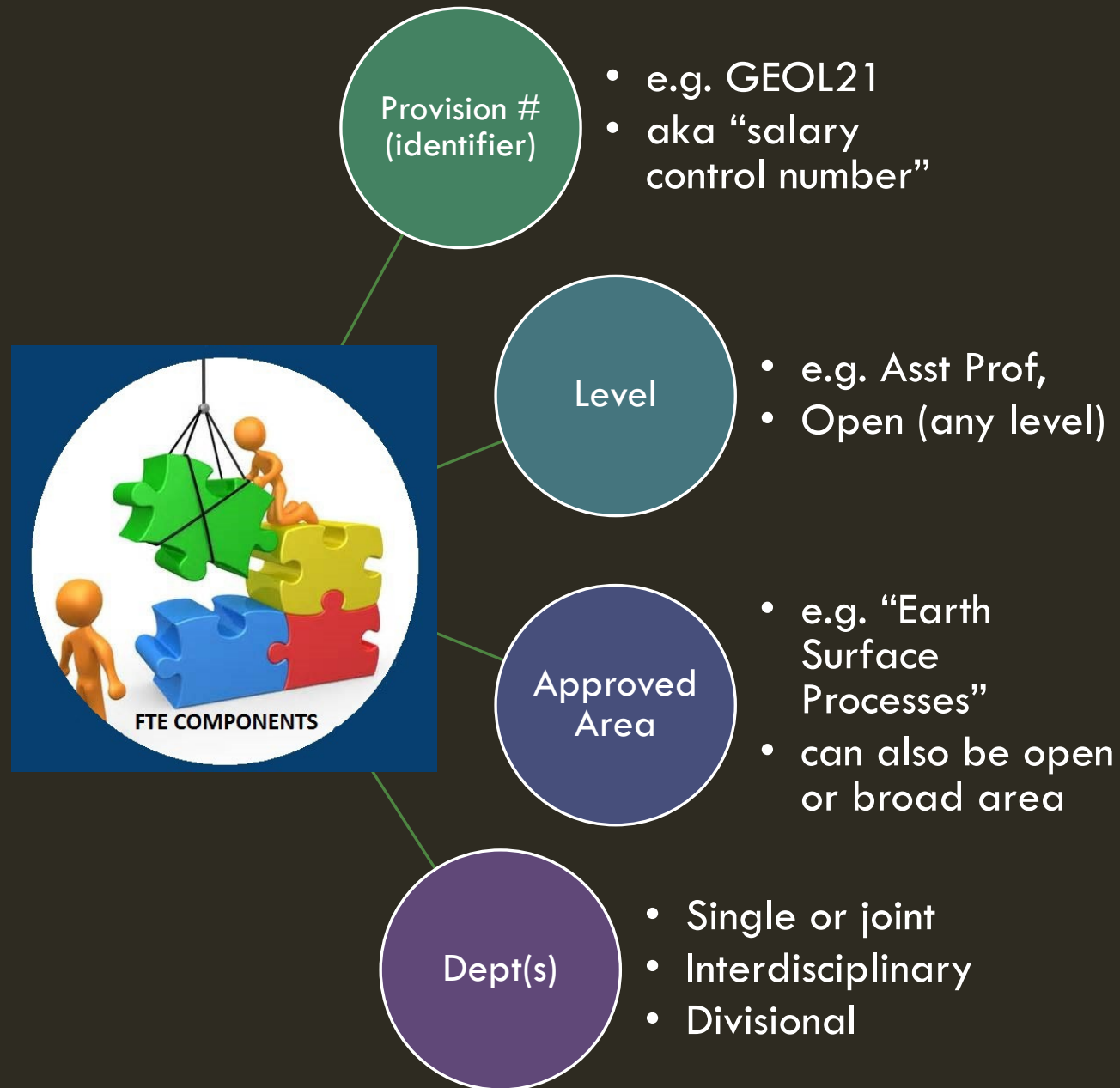
Titles Requiring Open Recruitment

- Permanent titles
 - Senate faculty: Professor series, Teaching Professor series
 - Librarians (some)
- Temporary titles
 - Non-Senate Faculty: Unit 18 Lecturers, Adjuncts (paid) – incl. Prof. of Practice
 - Research titles: Specialists, Project Scientists, Professional Researchers
 - Academic Coordinators
 - Librarians (some)
 - Postdoctoral Scholars
- RB VII-1

Pre-Recruitment Activities – Senate titles







Pre-Recruitment Activities: Non-Senate titles

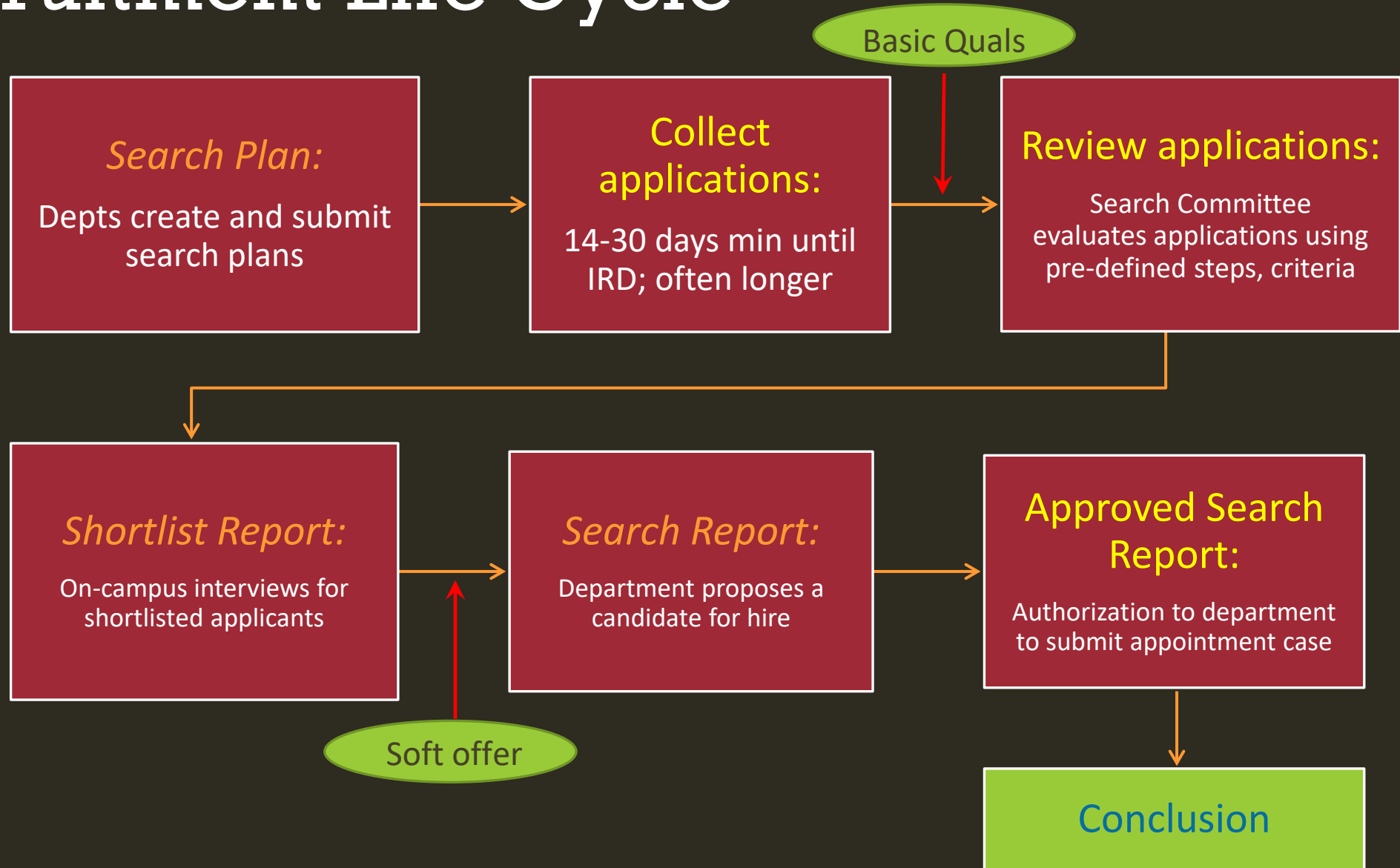
Need and funding
based

Can be initiated
by PIs or depts

No formal FTE
process

- no “salary control number” in UC Recruit

Recruitment Life Cycle

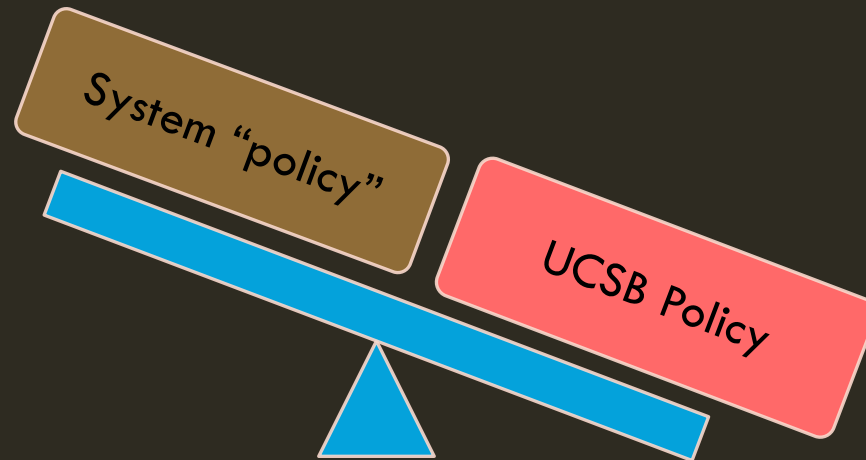


UC Recruit: what is it?

- Web-based tool for academic recruitment and applicant management
 - Documentation & reporting features track the outcome of academic searches
 - Official record of recruitment activities; subject to audit
 - Helps ensure that the campus meets its requirements as an equal opportunity employer and as a federal contractor
- Continually being updated (every 2 weeks) to meet:
 - business needs of UC campuses and UCOP
 - national and international requirements
- System design both gives flexibility and constrains; the system is not designed to prevent ALL mistakes

UC Recruit: what is it?


- Used by all ten UC campuses; some variation between the way campuses use the system
- When in “conflict,” local usage policies should be observed
 - e.g. salary control number for Senate searches




UC Recruit News and Updates


UC SANTA BARBARA Recruit

Recruitments Waivers Approvals Admin Workspaces Help

 Need Help

Check out the [documentation](#) or [contact support](#)

 See mail sent to me

 See my bulk download requests

UC Santa Barbara news and updates


2023-24 UC Recruit updates due by September 20, 2024 Published Sep 3, 2024

Read the 2023-24 UC Recruit updates due by September 20, 2024 memo here:

<https://drive.google.com/file/d/1CfJRUQNAi7mBT9yvU72juN2sVq23uXga/viewusp=sharing>

[Show all news](#)

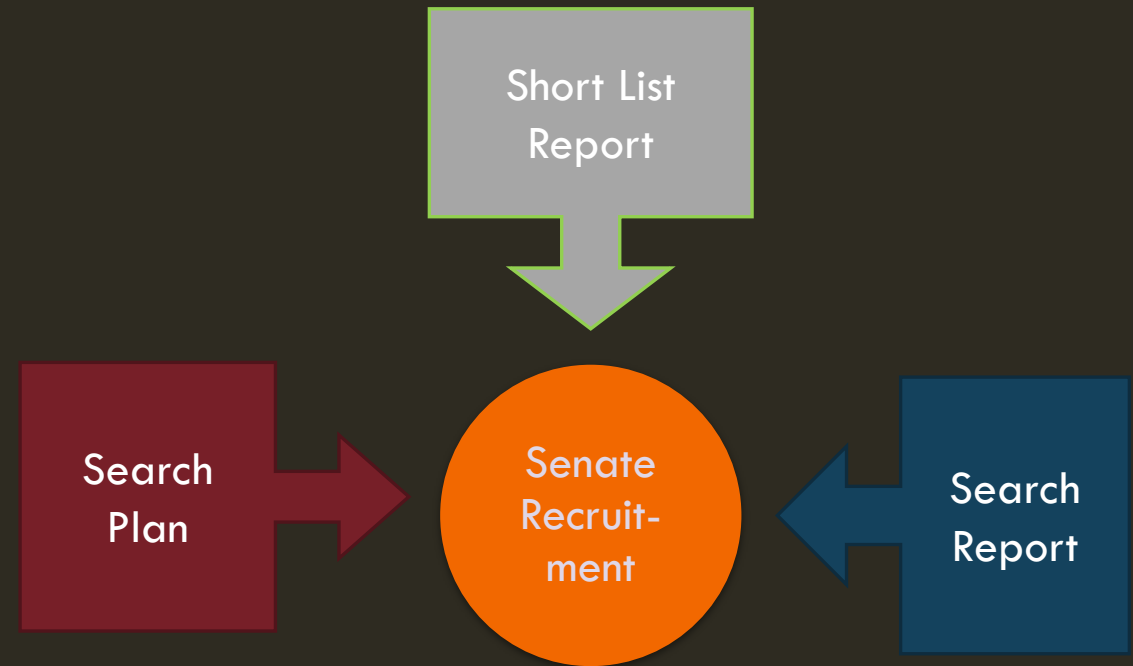
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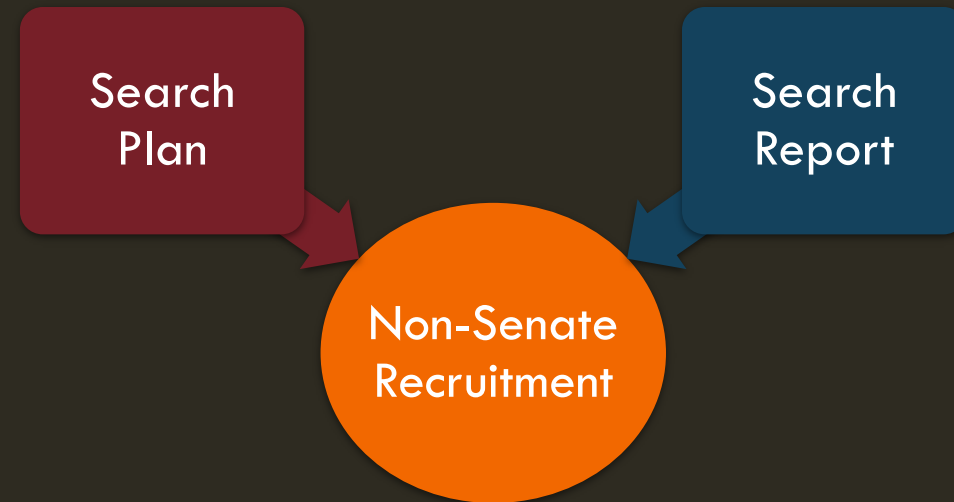
Using UC Recruit in Senate Searches

- Review and approval required for:
 - Search Plan
 - Shortlist Report
 - Search Report
- RB VIII-4



Using UC Recruit in Non-Senate Searches

- Review and approval required for:
 - Search Plan
 - Search Report
- RB VIII-5



Search Plans

Basic Information and Overview

1. **VERIFY** that position is authorized
2. **PREPARE** gather information about the search
3. **CONFIGURE** the Search Plan in UC Recruit; *include all advertising and ad proofs*
4. **SUBMIT** Search Plan for approval and make any corrections as requested by approvers
5. **WAIT** for approval to be completed by all approvers
6. **PUBLISH** recruitment after final approval notification, place advertising as outlined in the Search Plan

What does it include?

- Details – title, dates, FTE, contacts
- Position – anticipated start date, % time, job code(s)
- **Description** –summary of job duties and responsibilities
- Requirements – references, documents
- **Diversity** – availability, placement goals
- Advertising and Outreach
- **Qualifications**
- **Selection Process**
- **Search Committee**
- **Disposition Reasons**

Use the Search Plan Worksheet!

Search Plan: Description

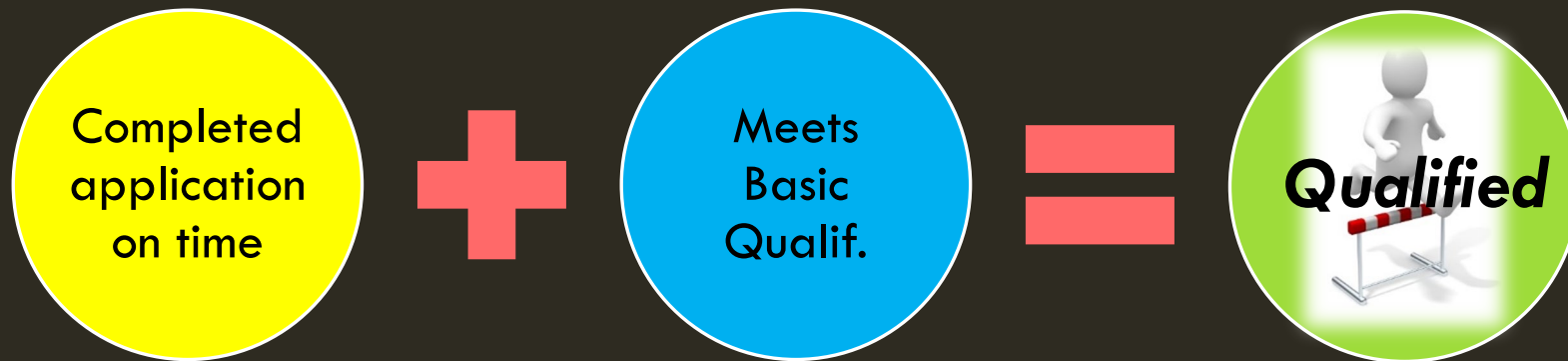
- Summary of job duties and responsibilities
- No need to repeat elements already present in other parts of search plan
- EEO tagline automatically included
- Include EEO tagline and Diversity statement in all outreach
- See Red Binder VII-7 Basic Elements of an Advertisement
- The ad is NOT equivalent to “the recruitment”

Search Plan: Qualifications

- Basic Qualifications
 - required at of the time of application
 - objective/quantifiable, non-comparative, relevant to the position, assessable via application materials alone
 - Recommended: dept analyst does this initial assessment
- Additional
 - required also, but by time of appointment
- Preferred
 - desirable but not required
- Locked with Search Plan approval

Two Stages of Applicant Review

- Basic Qualifications are assessed by examining application materials alone – do applicants cross the hurdle?



- **Additional & Preferred** review is more substantive

Diversity

- Availability Statistics – Fields of Study
 - Affirmative Action Plan – AAP (November 1st)
- Placement Goals
 - Intended to increase diversity outreach
- What if there are no placement goals for position?
 - The department must still make outreach efforts!

Selection Process

- Selection Process = Selection Criteria + Selection Plan
- What metrics and steps will be used to evaluate applicants?
 - From start (initial applicant intake)...
 - ... to finish (finalist selected)

Example Selection Plan

- Complete applications by IRD will be assessed for BQ by dept analyst
- Each Qualified applicant file is reviewed by [search committee members/subset]
- Applicants assessed using a scoring matrix scale (1 to 5) according to how well they meet selection criteria
- Each committee member will create a list of top candidates, committee meets to review their lists and votes to select a short list of candidates for interview
- Shortlist is submitted to UC Recruit for approval; once approved, candidates are invited for interviews
- [details about how interviews will be conducted]
- [... and so on]

Search Committee

- 3-5 members (usually tenured faculty for Senate positions)
- May include faculty from other departments, Graduate Students
- Selection follows department procedure
- Chair, Faculty Editor, Reviewers
- Whenever possible, diverse membership
- Viewing rights to complete, on-time applications, can comment & flag
- Additional Access
 - Any additional individuals who need to see applications
- Please: no staff on the Committee!

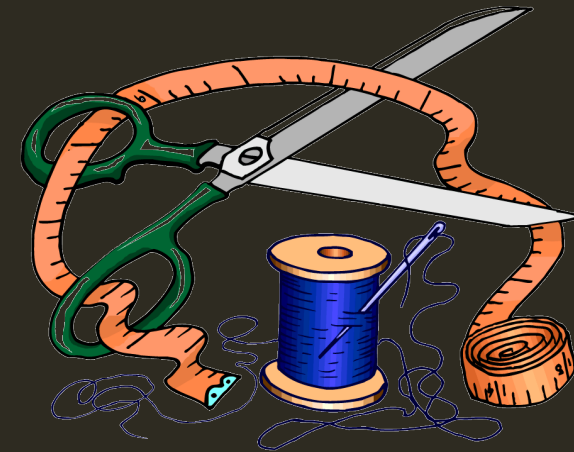


Search Committee Chair

- Not usually Department Chair but can be
- Establishes ground rules
- Leads committee through all stages of recruitment
 - Advertisement & Strategies for advertising
 - Evaluation criteria
 - Monitors file review
 - Leads in voting process
 - Liaison to Department Chair/Unit Director
 - Puts selected candidate forward
- Evaluates the search at the end of recruitment
- Can be listed as point of contact

Disposition Reasons

- Documents reasons that an applicant is deselected
- Setting up disposition reasons:
 - Standard Choices
 - Custom (up to 5) options can be entered
 - Don't get too creative
 - Can be suppressed on a per-recruitment basis
 - e.g. "no clinical experience"
- Required for all applicants who
 - Have complete applications
 - Applied within the review window
 - Have not withdrawn



Search Plan Approval
















- SUBMIT to initiate Search Plan review and approval
 - review approval workflow
 - complete missing parts
- Approvers at any level may suggest changes
 - Request Changes functionality
- Once fully approved, you will receive an automated system notification
- Adjust open date if needed, place ads, and publish to UC Recruit jobs board

Applicant Management

Applicant Review

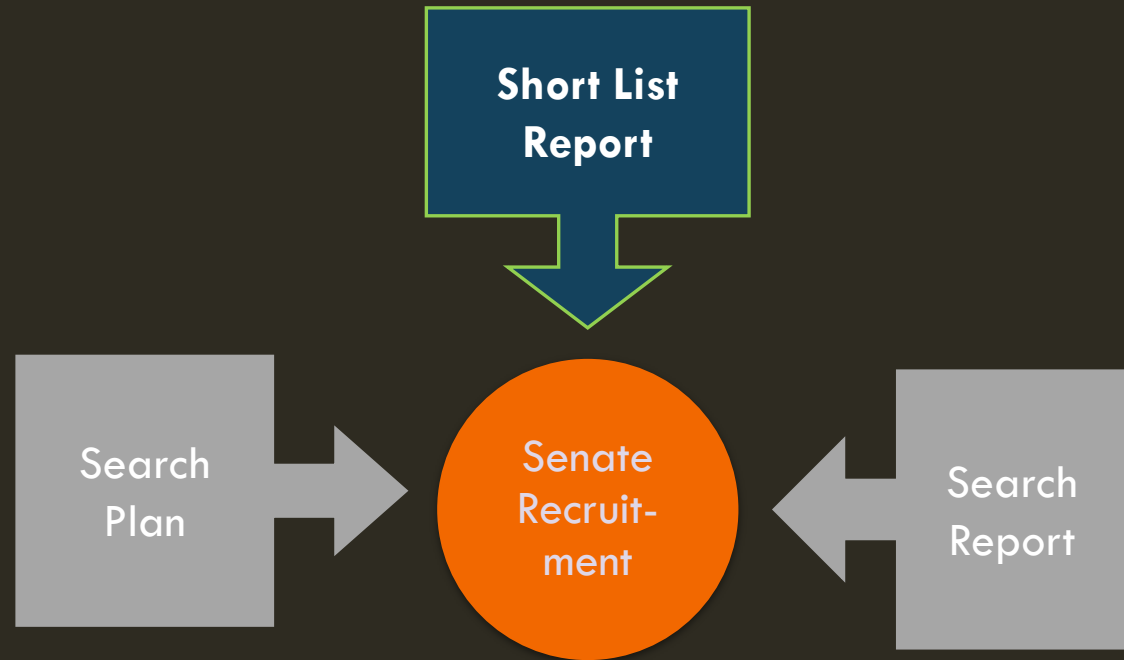
- Update applicant statuses in real time, see Applicant Workflow Chart:
https://ap.ucsb.edu/resources.for.department.analysts/content/applicant_statuses_workflow.pdf
- Applicant Statuses:
 - **Applied:** Required documentation has been submitted
 - **Serious consideration:** applicant should be considered for the “long shortlist”
 - **Recommend for interview:** applicant recommended for the “shortlist”
 - **Interviewed:**
 - **Soft Offer Extended:** informal offer made to applicant (potential finalist)
 - **Declined Soft Offer:** applicant declined informal offer
 - **Proposed Candidate:** applicant is the selected finalist
 - Etc...

UC Recruit: Applicant Management

<input type="checkbox"/> III Applicant	Basic qualifications	Applicant review window	Status	Highest degree	Current position	Last updated	References	Disposition reasons
<input type="checkbox"/> Beahan, Tamie  Log Download	Meets Basic Qualifications Marisol Hernandez Jun 23, 2022 11:24am	6/23/2022	Recommend for interview  by Helly Kwee Aug 30, 2023 11:00am	PhD (expected) in Psychology Alabama Aviation and Technical College 2021-06-23 11:24:50 -0700	Washington University in St. Louis School of Medicine Government Administrator	Jun 23, 2022 11:24am	Uploaded Requested Info supplied	3/0 3 3
<input type="checkbox"/> Monahan, Emilia  Log Download	Meets Basic Qualifications Marisol Hernandez Jun 23, 2022 11:24am	6/23/2022	Serious consideration  by Helly Kwee Aug 30, 2023 11:00am	EdD Student in Communications The University of Alabama 2021-06-23 11:24:52 -0700	Western Michigan University Homer Stryker M.D. School of Medicine International Construction Engineer	Jun 23, 2022 11:24am	Uploaded Requested Info supplied	3/0 3 3
<input type="checkbox"/> Bechtelar, Bennett  Log Download	Meets Basic Qualifications Marisol Hernandez Jun 23, 2022 11:24am	6/23/2022	Applied  by applicant	PhD Amridge University 2021-06-23 11:24:57 -0700	Wake Forest University School of Medicine Senior Administration Consultant	Jun 23, 2022 11:24am	Uploaded Requested Info supplied	3/0 3 3
<input type="checkbox"/> Sawayn, Lenita   Log Download	Basic Qualifications Unknown	6/23/2022	Applied  by applicant	Doctorate in Criminology Alabama A & M University 2021-06-23 11:25:00 -0700	Weill Cornell Medicine Hospitality Coordinator	Jun 23, 2022 11:25am	Uploaded Requested Info supplied	3/0 3 3
<input type="checkbox"/> Wiza, Albina   Log Download	Basic Qualifications Unknown	6/23/2022	Applied  by applicant	Ph.D. Amridge University 2021-06-23 11:25:03 -0700	Weill Cornell Medicine Future Hospitality Strategist	Jun 23, 2022 11:25am	Uploaded Requested Info supplied	3/0 3 3
<input type="checkbox"/> Sauer, Cortez  	Basic Qualifications	6/23/2022	Applied  by applicant	Doctorate in Engineering The University of	Virginia Commonwealth	Jun 23, 2022 11:25am	Uploaded Requested	3/0 3

Senate Searches: Short List

- Review and approval required for:
 - Search Plan
 - **Shortlist Report**
 - Search Report
- RB VIII-4

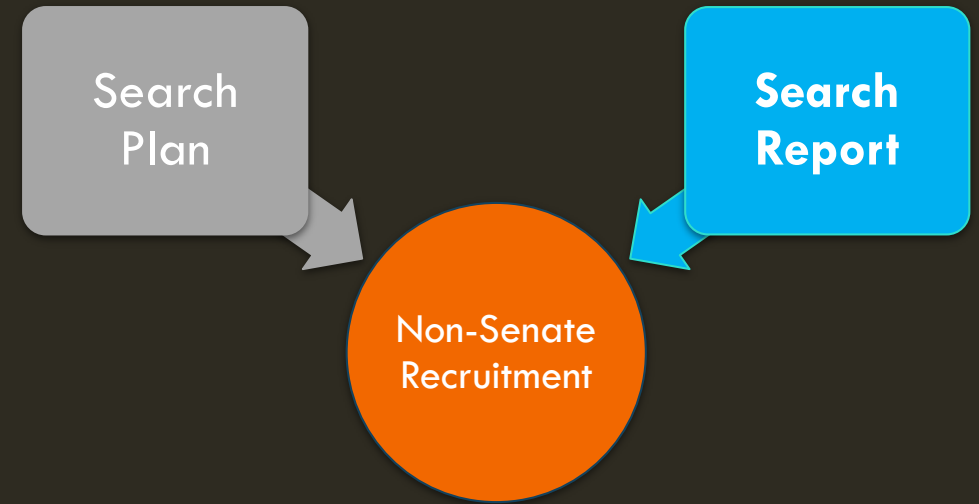
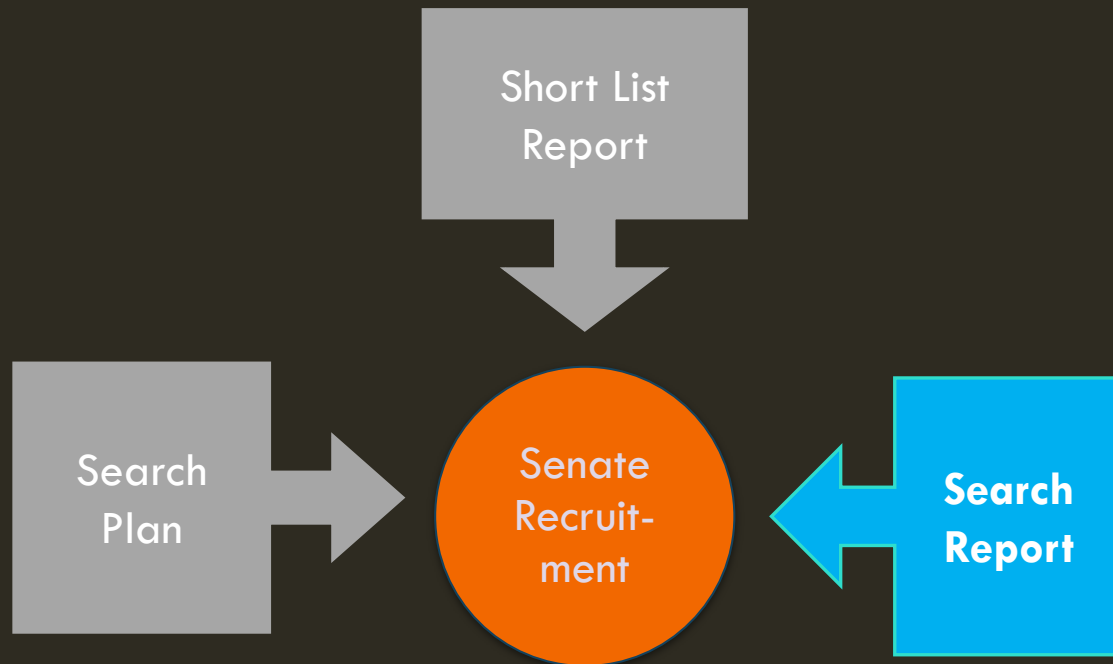


Short List Report

Formal Request to Interview Candidates (Senate only)

- Update Actual Efforts
- Status changes: **Recommend for Interview**
- Short List Report generated in UC Recruit and submitted for approval by Dean's office
- Candidates may then be invited

Search Report



Required for both Senate and non-Senate Searches

Search Report in UC Recruit

- Formal Request to propose candidate(s) for hire
- Final documentation of the search; documents outcome of search
- Identifies the selected candidate(s) and/or documents the search outcome (e.g. failed search)
- Status changes: **Proposed Candidate(s)**
- Disposition reasons for Qualified and Not Qualified
- Update the search fields, e.g. Actual Search Efforts
- Generated in UC Recruit and submitted for approval

Use the
Search Report
Checklist!

Be careful with...

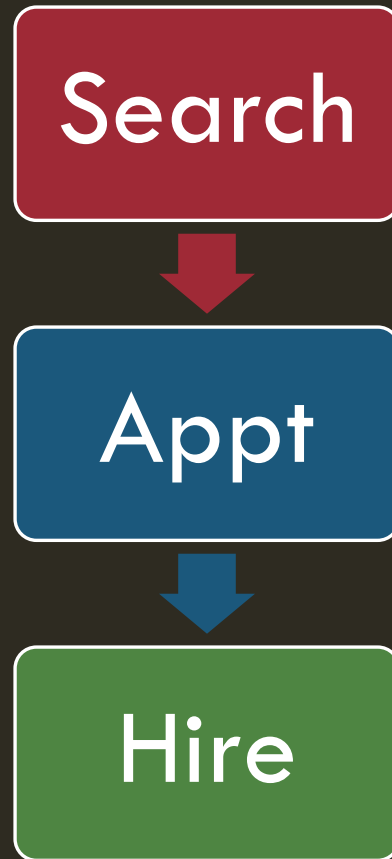


- Search Reports, esp. in Pooled Searches
 - LIVE UPDATING
 - one at a time unless multiple hire
- Do not make changes to the recruitment as the Search Report is pending unless asked by report reviewers

Appointment Case

- Appointment submitted after Search Report approval
- Checklists – RB
- Step, salary, start-up commitment for Senate titles
- Additional letters, if required for the level of appointment
- Approval Authority – see RB
- Appointment academic review and approval
- Appointment decision/notification
- Details in subsequent classes

Recruitments: Final Actions



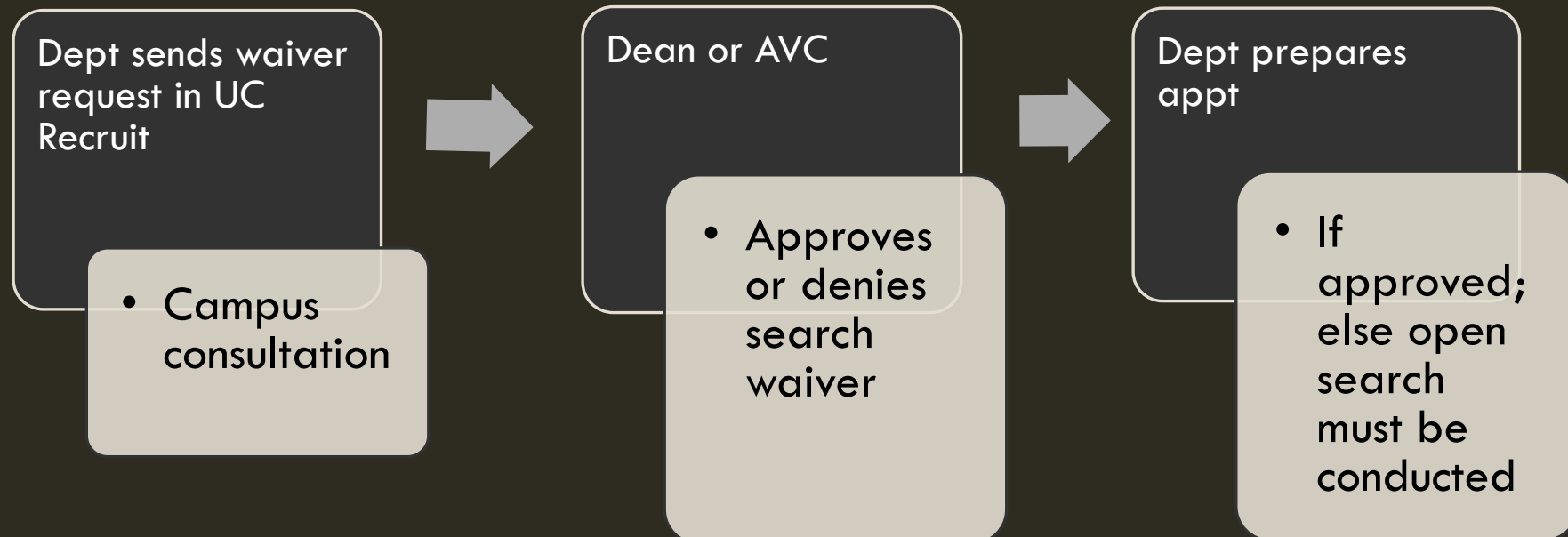
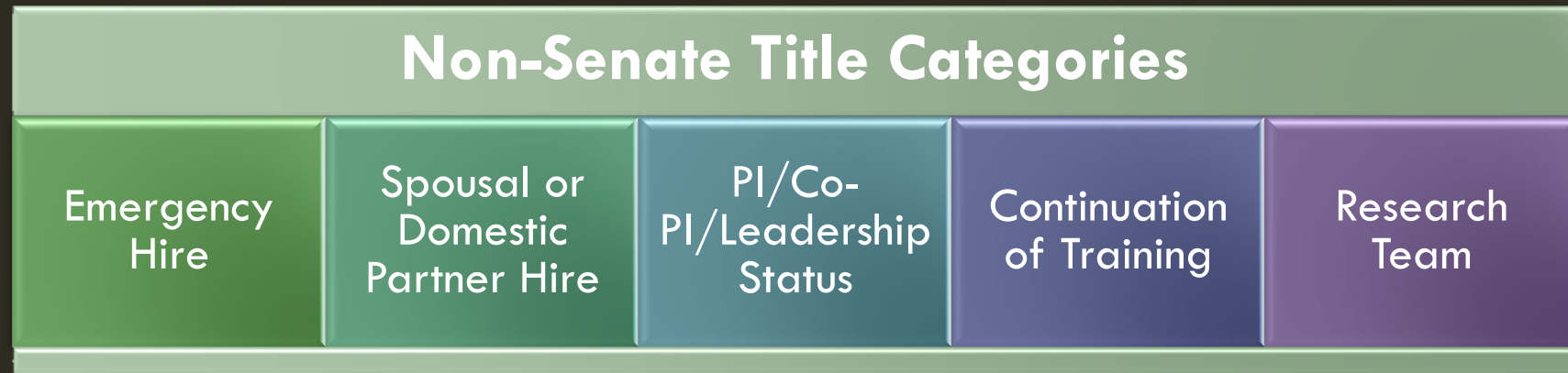
- Courtesy notices
- Update applicant statuses, e.g:
 - Declined offer
 - Hired (in payroll, has employee ID)
- Conclude recruitment

Exemptions from Open Recruitment

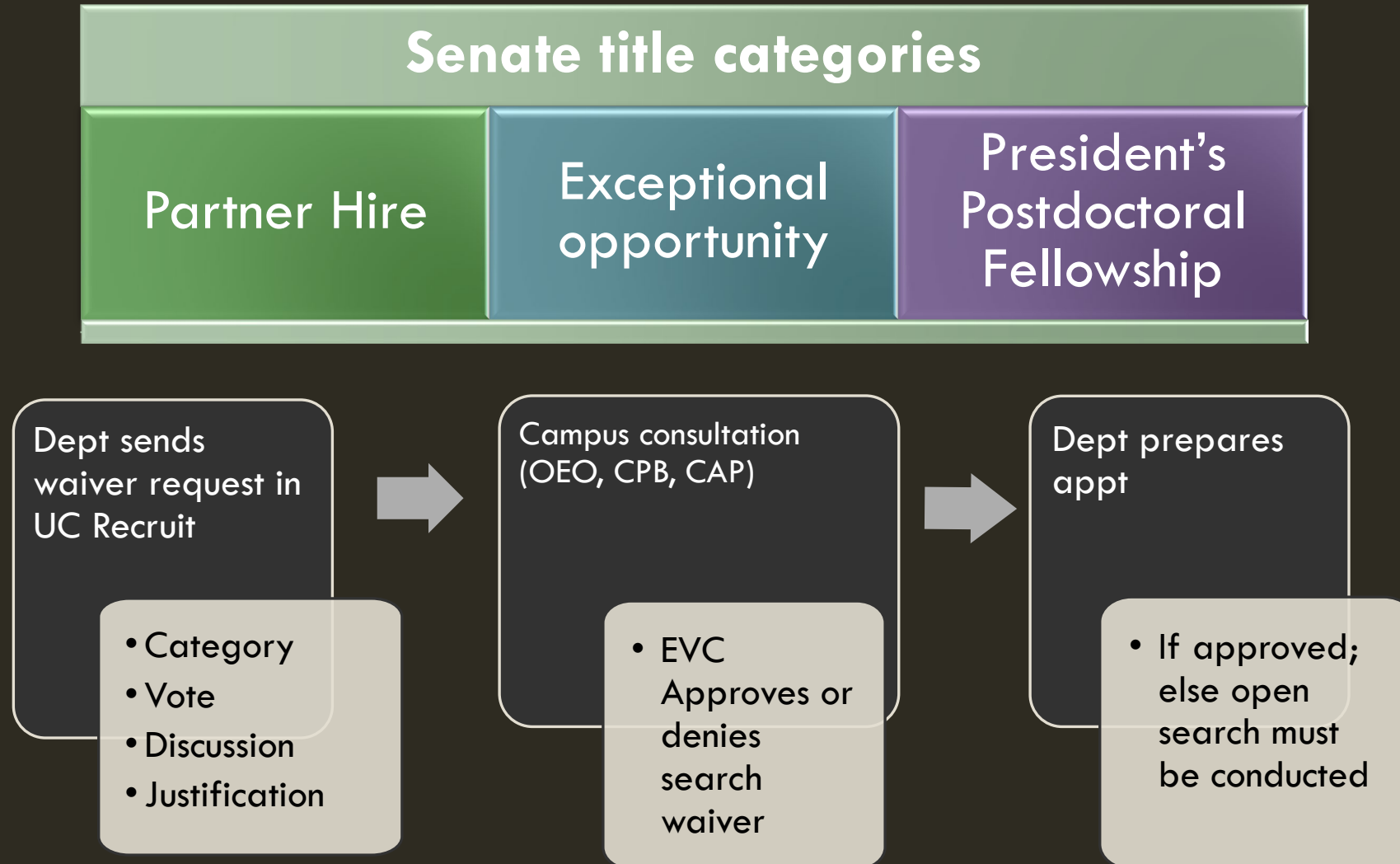
- See RB VII-1
- Temp Admin positions with another academic appt
- Recall appointments
- Visiting (must be true visitor; Professor, Researcher, Project Scientist, Specialist)
- Unit 18 Lecturers openly and recently recruited within same department
- Student Titles
- Change in series (Professor → Teaching Prof; Project Scientist → Researcher)
- Postdoctoral Scholars*
- Without Salary Visitors (RB III-25, III-20)

* If search is needed to fill postdoctoral scholar position, then an open recruitment must be conducted in accordance with open recruitment procedures

Search Waivers – Non-Senate titles



Search Waivers – Senate titles



QUIZ

- TRUE or FALSE?
- The funding a PI wishes to use in order to hire a temporary researcher (Project Scientist) comes from a private source and not from a federally funded grant. An open recruitment is not required.
- Answer: FALSE. Open search requirements are irrespective of funding source.
 - Also: if this were funded by state funds, Hiring Exception Form is also required.

QUIZ

- TRUE or FALSE?
- The funding a PI wishes to use in order to hire a Postdoctoral Scholar whom she met at a conference comes from her start up funding, and not from a federally funded grant. An open recruitment is not required.
- Answer: TRUE. However, this is again irrespective of funding. The exemption applies because she has already identified someone to serve in this position.

QUIZ

- TRUE or FALSE?
- Dept needs to find a Unit 18 pre-six lecturer to teach Engineering Ethics 101. You hear about a candidate with an engineering degree and teaching experience at Cal Poly in a similar course.

The candidate seems like a perfect fit for the position. You can use the exceptional opportunity category to justify the search waiver request.

- Answer: FALSE: “exceptional opportunity” is NOT a category available for non-Senate titles.

Recruitments Workshops– coming up!

- Search Plan Training for Search Committees
 - Friday, Sep 20 @ 9:30am
 - Wednesday, Sep 25 @ 9:00am
- Applicant Management Workshop
 - Tuesday, Nov 12 @ 1:30pm
- Academic Recruitments Workshop
 - Tuesday, Dec 3 @ 1:30pm
- Please attend if you use UC Recruit in your department
 - We will be discussing new system features/updates and best practices
- Register online: <https://ap.ucsb.edu/~staff.training.registration/>

Campus Resources – Academic Personnel

Lia Cabello	Faculty and ACs: SOSC, HFA, GGSE, CCS	x 5979 lia.cabello@ucsb.edu
Mira Lázaró	Faculty and ACs: MLPS, Engineering, Bren, Library	x 5728 mslaza@ucsb.edu
Joanna Kettmann	Researchers, Project Scientists, Specialists	x 5048 joanna.kettmann@ucsb.edu
Billy Ko	Postdoctoral scholars, academic student titles	x 4441 billy.ko@ucsb.edu
Helly Kwee	General UC Recruit questions	helly.kwee@ucsb.edu

Campus Resources – Central Offices

Academic Affairs Information Technology (AAIT)

x2495

help@aait.ucsb.edu

Academic Affairs Policy Compliance

Patty Makela

x3294

patty.makela@ucsb.edu

June Betancourt

x2305

june.betancourt@ucsb.edu

Office of International Students and Scholars (OISS)

x2929

oiss@sa.ucsb.edu

Associate Dean Faculty Equity Advisors

About: <https://evc.ucsb.edu/diversity/equity-advisors>

Resources for Departments: <https://evc.ucsb.edu/diversity/equity-advisors/resources>

Your Division or College Dean's Analysts

Online Resources

- Red Binder VII – Academic position search policies & procedures
- Academic Personnel Manual (APM)– UC system-wide Academic Personnel policies and procedures
- AP website – <https://ap.ucsb.edu>
 - Resources for Department Analysts → UC Recruit
 - <https://ap.ucsb.edu/resources.for.department.analysts/recruit/>
 - NOT JUST FOR STAFF!!



QUESTIONS?