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, Lecturer (P)SOE series
  ▪ Librarians (some)

• Temporary titles
  ▪ Non-Senate Faculty: Unit 18 Lecturers, Adjuncts (paid) – incl. Prof. of Practice
  ▪ Research titles: Specialists, Project Scientists, Professional Researchers
  ▪ Acad Coordinators
  ▪ Librarians (some)
  ▪ Postdoctoral Scholars

• RB VII-1
Pre-Recruitment Activities – Senate titles

EVC allocates FTEs
Winter:
Depts send 3yr FTE plan to Dean

Spring:
Dean sends Divisional/College 3yr plan to EVC

Summer:
EVC sends FTEs to Deans

Summer:
Deans send FTEs "Auth to Search" to Depts

Summer/Fall:
Departments prepare & submit Search Plans

Fall/Winter/Spring:
Departmental recruitment activities
Provision # (identifier)
- e.g. GEOL21
- aka “salary control number”

Level
- e.g. Asst, LSOE
- Open (any level)

Approved Area
- e.g. “Earth Surface Processes”
- can also be open or broad area

Dept(s)
- Single or joint
- Interdisciplinary
- Divisional
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

**Search Plan:**
Depts create and submit search plans

Collect applications:
14-30 days min until IRD; often longer

Review applications:
- Search Committee evaluates applications using pre-defined steps, criteria

**Shortlist Report:**
On-campus interviews for shortlisted applicants

**Search Report:**
Department proposes a candidate for hire

Approved Search Report:
Authorization to department to submit appointment case

Soft offer

Conclusion
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 Santa Barbara Academic Recruitment News & Updates

Applicant Tracks and Speedup of Applicant Review in UC Recruit
Read details about the upcoming Applicant Tracks and Speedup of Applicant Review in UC Recruit at:
https://drive.google.com/file/d/1JLAxphLJMNXODM4UjgJva8sSV0KFkGx6M/view?usp=sharing
Published 2020-07-01

UC Recruit Scheduled System Outage: April 30, 6 pm - 6:30 pm
Read details about the upcoming UC Recruit Scheduled System Outage: April 30, 6 pm - 6:30 pm at:
https://drive.google.com/a/ucsb.edu/file/d/1JhXJmDZ/view?usp=sharing
Published 2020-04-27

UC Recruit Scheduled System Outage: April 13 from 6:00 pm to 7:15 pm
Read details about the upcoming UC Recruit Scheduled System Outage: April 13 from 6:00 pm to 7:15 pm at:
https://drive.google.com/a/ucsb.edu/file/d/1Cx2svbrFpCyn02LDdk58e78cWBA4yZ3/view?usp=sharing
Published 2020-04-06
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

*Consider Position Data Sheet – consult OISS*
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 as 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?

![Completed application on time + Meets Basic Qualif. = Qualified](image)

• 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 professors 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:
  • **Complete**: 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**

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Basic qualifications</th>
<th>Review window</th>
<th>Status</th>
<th>Highest degree</th>
<th>Current position</th>
<th>Completed date</th>
<th>Added by</th>
<th>References</th>
<th>Reviewer comments</th>
<th>Disposition reasons</th>
<th>Disposition comment</th>
</tr>
</thead>
</table>
Senate Searches: Short List

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

- 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 appointment
- Recall appointments
- Visiting (must be true visitor; Professor, Researcher, Project Scientist series)
- Unit 18 Lecturers openly and recently recruited within same department
- Student Titles
- Change in series (Professor $\rightarrow$ LSOE; Project Scientist $\rightarrow$ Researcher)
- Postdoctoral Scholars*
- Without Salary Visitors (RB III-25)

* 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

<table>
<thead>
<tr>
<th>Non-Senate title categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Hire</td>
</tr>
<tr>
<td>Spousal or Domestic Partner Hire</td>
</tr>
<tr>
<td>PI/Co-PI/Leadership Status</td>
</tr>
<tr>
<td>Continuation of Training</td>
</tr>
<tr>
<td>Research Team</td>
</tr>
</tbody>
</table>

Dept sends waiver request in UC Recruit

- Campus consultation

Dean or AVC

- Approves or denies search waiver

Dept prepares appt

- If approved; else open search must be conducted
## Search Waivers – Senate titles

### Senate title categories

<table>
<thead>
<tr>
<th>Partner Hire</th>
<th>Exceptional opportunity</th>
<th>President’s Postdoctoral Fellowship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept sends waiver request in UC Recruit</td>
<td>Campus consultation (OEO, CPB, CAP)</td>
<td>Dept prepares appt</td>
</tr>
</tbody>
</table>

- **Dept sends waiver request in UC Recruit**
  - Category
  - Vote
  - Discussion
  - Justification

- **Campus consultation (OEO, CPB, CAP)**
  - EVC approves or denies search waiver

- **Dept prepares appt**
  - If approved; else open search must be conducted
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.
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.
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.
## Campus Resources – Academic Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Roles and Titles</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lia Cabello</td>
<td>Faculty and ACs: SOSC, HFA, Academic Programs, GGSE, CCS</td>
<td>x 5979</td>
<td><a href="mailto:lia.cabello@ucsb.edu">lia.cabello@ucsb.edu</a></td>
</tr>
<tr>
<td>Helly Kwee</td>
<td>Faculty and ACs: MLPS, Engineering, ORUs, Bren, Library</td>
<td>x 5428</td>
<td><a href="mailto:helly.kwee@ucsb.edu">helly.kwee@ucsb.edu</a></td>
</tr>
<tr>
<td>Joanna Kettmann</td>
<td>Researchers, Project Scientists, Specialists</td>
<td>x 5048</td>
<td><a href="mailto:joanna.kettmann@ucsb.edu">joanna.kettmann@ucsb.edu</a></td>
</tr>
<tr>
<td>Billy Ko</td>
<td>Postdoctoral scholars, academic student titles</td>
<td>x 4441</td>
<td><a href="mailto:billy.ko@ucsb.edu">billy.ko@ucsb.edu</a></td>
</tr>
</tbody>
</table>
Campus Resources – EODP

Equal Opportunity & Discrimination Prevention Office
https://eodp.ucsb.edu/

EODP Academic Recruitment Tools: https://eodp.ucsb.edu/equal-opportunity-and-affirmative-action/academic-recruitment-tools

Patty Makela  Equal Opportunity Analyst  x3294
patty.makela@ucsb.edu

Ricardo Alcaíno  Director  x4504
ricardo.alcaíno@ucsb.edu
Campus Resources – Central Offices

- Academic Affairs Information Technology Helpdesk (AAIT)
  x2495 help@aait.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 analysts

- Office of International Students and Scholars (OISS)
  x2929 OISS@sa.ucsb.edu
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?