Academic Recruitments Workshop

September 22, 2021
Search Plans: Key Pieces

• Pre-recruitment activities
• Position information and position description
• Application requirements (incl references)
• Qualifications
• Selection Process
• Review Dates
• Search Committee composition
Pre-Recruitment Activities

• Senate Searches:
  • Search authorized or not?
  • FTE provision # → salary control number in Search Tracking section
  • Authorized search area?

• Non-Senate Searches:
  • Funding: state or extramural sources?
  • If state funding: Hiring Exception Form must be approved and included in Documentation
Position Information and Description

• Position Details
  • Anticipated Start = required for Senate searches
  • All other fields optional

• Title information
  • Title Codes: Include all potential job codes that can be used (e.g. NEX versions)
  • Position Title: human-readable name for the position, e.g. “Surfboard Materials Lab Manager” instead of “Associate Specialist”

• Description: job details/responsibilities
Application Requirements

• Required and optional documents

• Pre-populated with certain documents
  • Delete the ones you will never use, to avoid confusion, e.g. “Teaching Statement” for research positions

• Reference requirements
  • If Letters are required: recommend adding at least one additional “optional” slot to maximize chances of obtaining minimum # of letters

• Statements of Contribution to Diversity
  • Required for Senate searches
  • Must be “optional” for non-Senate searches
Qualifications

• Basic Qualifications: required at time of *application*
• Additional Qualifications: required at time of *appointment*
• Preferred Qualifications: desired but not required
• Important!
  • Do NOT put “N/A” in blank qualifications sections
  • Make sure search committee members understand Basic Qualifications (someone can MBQ even if they don’t meet additional/preferred qualifications)
What is an OFCCP Internet Applicant?

- Submits interest via internet or other electronic means
- Is considered by the contractor (UCSB)
- Has the *Basic Qualifications* for the position
- Does not withdraw from consideration

**Basic Qualifications**

- Objective
- Non-comparative
- Relevant to position
- Verifiable through application materials alone
Selection Process

• Selection Criteria
  • What criteria does search committee use to assess applicants?
  • Reflects Qualifications and Requirements

• Selection Plan
  • Road map the search committee follows to arrive at a finalist
  • Describes applicant screening & evaluation process, voting, etc
    • How will interviews be conducted?
    • Will there be a long shortlist and then a shortlist?
    • When will be letters collected?
    • Etc...
Review Dates

- Open/Close/Final
- Review Dates (IRD/Open Until Filled) ← vast majority!
- Minimum application windows:
  - Senate searches: 30 days
  - Non-Senate searches: 14 days
Review Dates - Reminders!

• Take care when setting your Final date!
  • Far enough in advance to ensure you can fill the position by then

• Pooled searches must close on 10/31

• Avoid setting IRDs on weekends/holidays
  • Staff unavailable to assist applicants in case of technical difficulties or last minute questions
Open/Close/Final Example

• All applications received before any are reviewed
  • Open date: applicants can begin applying
  • Close date: new applications are no longer accepted
  • Final date: applicants can no longer modify/add to app materials

• Example: Open 10/1; Close 10/31; Final 10/31
**Review Dates Example**

- Open 10/1/21; IRD 10/31/21; Add’l 11/30/21; Final 4/30/22

<table>
<thead>
<tr>
<th>Open 10/1/21 ➔ IRD 10/31/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Consideration (IRD)</td>
</tr>
<tr>
<td>Review completed applications from 10/1 up to and including 10/31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>➔ Add’l Review Date 11/30/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Consideration (IRD) applicants <strong>AND</strong> completed applicants on or before 11/30</td>
</tr>
</tbody>
</table>

| Applications started or completed outside of a review window are not reviewed |

| Final Date 4/30/22 |
Search Committee Composition

• Committee Chair
  • Can see complete, on-time applications, and manage applications

• Faculty Editor
  • Same access as Chair
  • Senate searches: divisional FEA (automatically assigned)
  • Non-Senate searches: faculty equity advisor (assigned per-recruitment)

• Reviewers
  • Read-only access to complete applicants, cannot manage applications

• Do not add staff who already have dept access
Pooled and Multi-Level Searches

• Pooled searches
  • Unit 18 Lecturer searches: renew annually (pools close 10/31)
  • Basic Qualifications assessed only once
  • Re-assess applicants from prior review dates each time

• Multi-Level Searches
  • Senate searches: FTE approved @ more than one rank
  • Basic Qualifications are the SAME at each level
  • Research titles: contact Joanna first!
Conflict of Interest

• Can arise between applicant and faculty, e.g.
  • Committee member was applicant’s PhD advisor
  • Voting faculty asked to write letter of reference in UC Recruit

• Mitigation plan encouraged
  • Can be included in Selection Plan info
  • Must be explained in Search Process summary document
Billboard Refresher
What is Billboard?

• A way to streamline the various moving pieces of a search plan
  • Organizes recruitment so applicant-facing page provide applicant all relevant info they need to know about recruitment

• Reduces duplication of information → reduces errors

• Produces downloadable flyer or copy-able “apply” page text for placing ads and outreach.
Description Section

• Description of job duties and responsibilities
  • Must still include campus diversity statement (RB VII-7)!
• No longer needed (b/c they are elsewhere within Recruit):
  • Qualifications
  • Requirements
  • JPF link
• Campus Standard Text (automatically included)
  • EEO/AA tagline – but must still include manually (in some form) in other modes of outreach!
  • COVID vaccination policy
Bottom Line...

- Instead...

Description ≠ Ad
Download or Preview Job Ad

• “Download Advertisement” link → PDF
• “Preview” link → text to copy/paste
The right way to use Billboard

Job #PF00638
- Psychological and Brain Sciences / College of Letters & Science - Mathematical, Life, and Physical Sciences / UC Santa Barbara

Apply now: https://recruit.ap.ucsb.edu/48908/PF00638/apply
View this position online: https://recruit.ap.ucsb.edu/48908/PF00638

POSITION OVERVIEW
Position title: Assistant Professor in Cognitive Psychology
Anticipated start: Applications received on or before May 31, 2021 will be given priority consideration, but the position will remain open until filled.

APPLICATION WINDOW
Open date: April 24th, 2021
Last review date: Monday, May 31, 2021 at 11:59pm (Pacific Time)
Applications received after this date will be reviewed by the search committee if the position has not yet been filled.
Final date: Friday, Dec 31, 2021 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION
Position description goes here.
Department: http://dephwebsite.ucsb.edu
Lab: http://labwebsite.ucsb.edu

QUALIFICATIONS
Basic qualifications (required at time of application)
BQ list

APPLICATION REQUIREMENTS
Document requirements
- Cover Letter
- Curriculum Vitae - Your most recently updated C.V.
Reference requirements
- 3-5 letters of reference required

Applicants must provide the names and contact information for 3-5 references and must request the letters of reference via the recruitment system in order to complete the application requirements.
Apply link: https://recruit.ap.ucsb.edu/48908/PF00638
Help contact: cognitiverecruit@mail.edu

CAMPUS INFORMATION
The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

As a condition of employment, you will be required to comply with the University of California SARS-CoV-2 (COVID-19) Vaccination Program Policy https://policy.ucop.edu/doc/5000695/SARS-CoV-2_Covid-19/. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. For new University of California employees, the applicable deadline is eight weeks after their first date of employment. (Capitalized terms in this paragraph are defined in the policy.)
Reference Process Explanation

• In “Requirements” section
• Applicant-facing content!
  • explains to candidates how/when their references will be used
• Required for “Letters” or “Contact Info Only”
Reference Process Explanations: Examples

- **Letters of Reference:**
  - Applicants should provide the names and contact information for 3-5 references and must request letters of reference within the system in order to complete application requirements.

- **Contact Info Only:**
  - Applicants who advance to the shortlist will have their references contacted by the department. Solicitations will be sent out at the time that shortlisted applicants accept an invitation for interview. Applicants should provide 3-5 names with contact information.
  - Applicants are required to provide the names and contact information for a minimum of 2 references and may submit up to 2 additional optional references. Applicants should inform their references that they may be contacted by the department at any time during this recruitment.
  - Please provide the names and complete contact information for 3 references. The department will conduct a reference check for the finalist before extending an offer.
QUESTIONS?