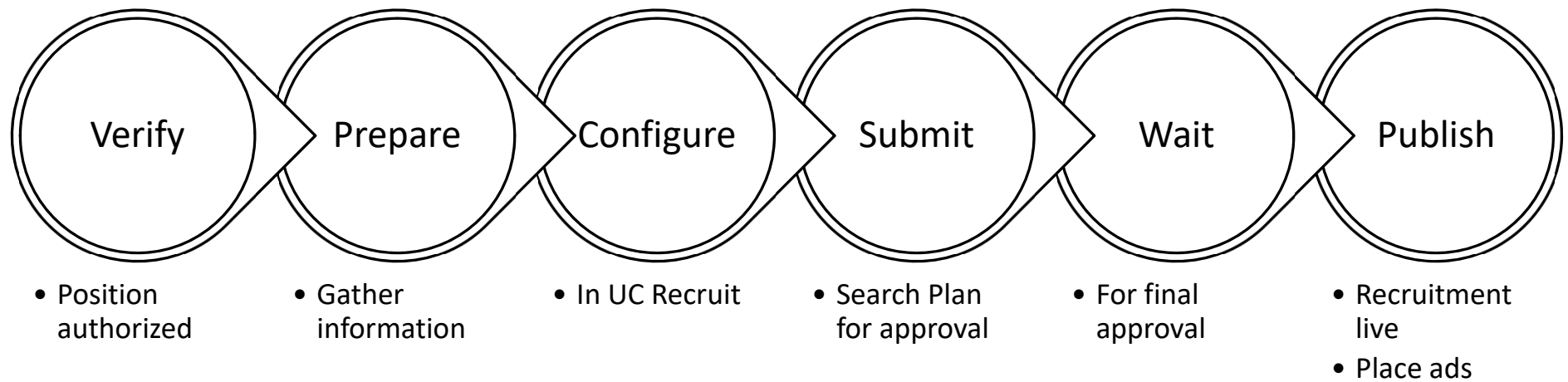


# Search Plans in UC Recruit

AUGUST 6, 2024

# Search Plan Process



# Verify: Is the Position Authorized?




- Senate Faculty Searches
  - Does dept have an FTE allocation and permission to search?
- Non-Senate Searches
  - Does position exist? Is there funding for it?
  - Non-instructional, non-startup state-funded positions require Hiring Exception Form
    - <https://ap.ucsb.edu/forms/academic.employee.hiring.exception.form.docx>

# Prepare: Gather Information

- Work with Search Committee to establish procedure and parameters
- AP Website:
  - Resources for Dept Analysts -> UC Recruit -> Creating a Recruitment

- **Creating a Recruitment**

- UC Recruit System Resources:

- Review the [Create Recruitment Plan](#)  help section within UC Recruit for information on various fields and steps.
    - Review the [How to create a multi-level](#)  help section within UC Recruit for information on creating a multi-level recruitment.
    - Review the [Multi-level changes](#)  help section within UC Recruit for information on the types of changes that can be made to applications with a multi-level recruitment, or to the recruitment configurations themselves.

- UCSB Resources:

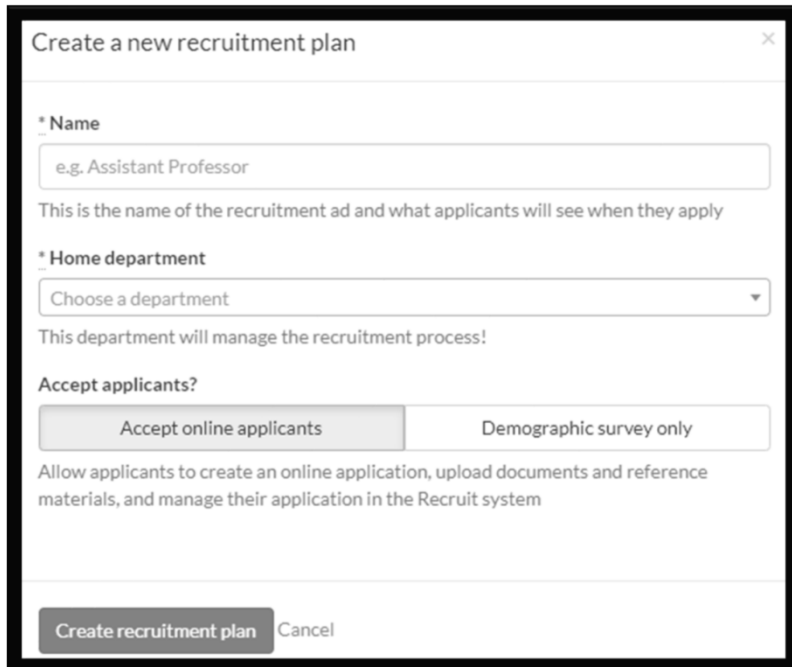
- [Search Plan - Worksheet](#)  (rev. 4/23/2021)

- This is a checklist/form including the various fields available when creating a recruitment. Consult with search committee members where applicable to ensure the recruitment is configured in accordance with expectations.

# Configure: In UC Recruit

Recruitments → Create New Recruitment Plan

+ Create new recruitment plan



The screenshot shows a dialog box titled "Create a new recruitment plan" with a close button (X) in the top right corner. The form contains the following fields and options:

- \* Name**: A text input field with the placeholder "e.g. Assistant Professor". Below it, a note states: "This is the name of the recruitment ad and what applicants will see when they apply".
- \* Home department**: A dropdown menu with the placeholder "Choose a department". Below it, a note states: "This department will manage the recruitment process!".
- Accept applicants?**: Two radio button options: "Accept online applicants" (which is selected) and "Demographic survey only". Below these, a note states: "Allow applicants to create an online application, upload documents and reference materials, and manage their application in the Recruit system".
- At the bottom, there are two buttons: "Create recruitment plan" and "Cancel".

- **Name:** Name of the recruitment plan. Include:
  - Job title
  - Area of specialization
  - Department
- **Home Department**
  - The recruiting department that will manage this search
- **Accept Applicants**
  - Configure online application intake

# Configure: Search Info

- Details – general info about the recruitment
- Position – details about the position
- Description – details about the job duties
- Requirements – application doc & reference requirements
- Qualifications
- Diversity
- Advertisements – where you will place your ads
- Selection Process – how you will arrive at a finalist
- Committee – members of the search committee

SEARCH INFO
Details
Position
Description
Requirements
Qualifications
Diversity
Advertisements
Selection process
Committee
Documentation
Disposition reasons
Conclusion
APPROVALS
Search plan
Applicant pool
Shortlist
Search report
TOOLS
Activity log
Delete recruitment

The Search Plan, in depth

# Details

## Details

⊘ Applicants cannot apply to the recruitment because it is not yet published. When it is, applicants can apply to the recruitment on Oct 1, 2023

🔗 [https://recruit.ap.ucsb.edu:48908/JPF00660\(Preview\) AD](https://recruit.ap.ucsb.edu:48908/JPF00660(Preview) AD) 📄 Download Advertisement ⌚ Not submitted for approval

🌐 Not published

### General information

Edit

AD Name Assistant Professor in Astrophysics  
AD Job number JPF00660  
AD Home department Physics / College of Letters & Science - Mathematical, Life, and Physical Sciences

FTE Identifier, as approved by the EVC's office

### Search tracking

Edit

Salary control PHYS18C  
Search breadth Open search  
Initial search allocation Newly Allocated  
Approved search area Astrophysics and Cosmology

Search areas, as approved by the EVC's office

### Contact information

Edit

Address Missing  
Faculty/Staff contact Annabel Analyst ?  
Public contact Annabel Analyst ?  
AD Help contact Help ?

### Dates

Edit

Submission process Review windows  
Academic year 2023/24  
AD Open date 10/1/2023 (Sunday)  
AD Initial review date 10/31/2023 (Tuesday)  
AD Final date 6/30/2024 (Sunday) ?  
Days open 273 days

Candidate has until 11:59pm to submit app; search committee *should not* review apps until after 12:00am on Nov 1

### Internal analyst notes

+ Add

Not yet provided

Last day an applicant can submit an application.

Used by analysts, search committee & system to contact you. Not visible to applicants.

Applicants and References contact name, i.e. automated emails

Applicant questions via "Contact us" form will be sent here



# A note on review windows



- No more Initial Review Date (IRD) or Open/Close/Final (OCF) search types
- All searches are designated “Review Windows”:
  - Open Date – date recruitments opens; applicants can apply starting then
  - Initial Review Date – applicants have until 11:59pm of this date to submit an application
  - Final Date – last date an applicant can submit an application
    - However, they may not be considered if they do not apply within a review window
- Additional review dates may be added as needed
  - If initial pool is not robust enough (conduct additional outreach/advertising)
  - If additional needs arise (for pooled recruitments)

# Position

- May have ramifications for Add'l Qualifications
- Best practice: include “or later” when applicable, e.g. “May 1, 2024 or later” – but this doesn’t extend in perpetuity!

## Position

### Position details

[Edit](#)[Search plan](#)[Search report](#)

<small>AD</small>	Job location	Santa Barbara, CA
<small>AD</small>	Salary range	A reasonable estimate for this position is \$95,000 - \$140,000.
<small>AD</small>	Anticipated start	Fall 2024 or later
<small>AD</small>	Review timeline	Not yet provided
<small>AD</small>	Position duration	Not yet provided
<small>AD</small>	Percent time	100%
	Rank/Step	Not yet provided

What is listed here is expected to be adhered to. If it specifies UCSB, do not engage in discussion or negotiations for remote work.

**NEW**

This is the simplest way to convey the salary range.

### Title information

[Edit](#)[Search plan](#)[Search report](#)

Title code	001300: ASST PROF-AY
Senate level	Senate ?
Availability cohort	Other Academic Positions ?
<small>AD</small> Position title	Assistant Professor ?

# A note on Salary Ranges

- SB 1162: requires the university's job ads to include pay scale for a position
- What is a "pay scale"?
  - The salary or hourly wage range you reasonably expect to pay for the position
  - Typically expressed as a range, e.g. "\$55,000 -- \$87,000 annually"
  - Must be included in your ads, even short ads
- Salary offered to finalist MUST fall within this \$X -- \$Y range
  - Cannot offer less than \$X or more than \$Y (range adjustments notwithstanding)
  - Take into account budget, scope of job responsibilities, market factors, potential competing offers, etc, when setting this range
- <https://ap.ucsb.edu/resources.for.department.analysts/content/UCSB.Implementation.AB.168.and.SB.1162.pdf>

# Description

## Description

✓ Position description

🔒 SEARCH PLAN

✎ Edit

**AD** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

The department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching, and service as appropriate to the position.

Job description details

Diversity tagline must be explicitly included!

## Standard text

Standard text is set by your campus admin and will appear in the ad

**AD** 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 Policy on Vaccination Programs, as may be amended or revised from time to time. Federal, state, or local public health directives may impose additional requirements.

# Requirements: References

- Setup options:
  - Letters of Recommendation
    - Applicants must provide name and contact info for references, and trigger the solicitation for letters in UC Recruit, before their application is considered complete
  - Contact Information Only
    - Applicants must provide name and contact info for references. No letters are solicited.
    - Search committee decides when (at what point in the recruitment) the references will be contacted
  - None
- Reference Process Explanation
  - Applicant-facing! Describes how/when their references will be used
  - Make sure search committee is aware of ramifications of the reference option chosen!

# Reference Process Explanation– Examples

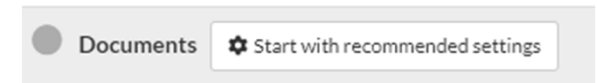
- Letters of Recommendation:

- Applicants should provide the names and contact information for at least 3 references, and must request letters of references within the UC Recruit system in order to complete application requirements

- Contact Information 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

# Requirements: Documents



- Starting with recommended settings populates a pre-determined list:

<div><div>AD Documents</div><div>+ Add custom</div></div> <div>Analysts can create redacted versions of any document</div>	
Document process explanation <a href="#">Edit</a>	Optional None
Curriculum Vitae Your most recently updated C.V. <a href="#">Edit</a>	Required
Cover Letter <a href="#">Edit</a>	Optional
Statement of Research <a href="#">Edit</a>	Optional
Statement of Teaching <a href="#">Edit</a>	Optional
Statement of Contributions to Diversity Statement addressing past and/or potential contributions to diversity through research, teaching, and/or service. <a href="#">Edit</a>	Optional
Misc / Additional <a href="#">Edit</a>	Optional

# Document Process Explanation




- Optional field: tells applicants how you will collect and review documents.
- Can be used, e.g. to let applicants know that additional documents may be required of finalists, so applicants can prepare them ahead of time.

<div>AD Documents <span>+ Add custom</span></div> <div>Analysts can create redacted versions of any document</div>	
<div>Document process explanation <span>Optional</span></div> <div> <a href="#">Edit</a></div>	<div>Finalists who are selected for interview will be asked to submit a 2-page writing sample consisting of an essay or article on topics related to underwater basket weaving.</div>
<div>Curriculum Vitae</div> <div>Your most recently updated C.V.</div> <div> <a href="#">Edit</a></div>	<div>Required</div>



# Misc/Additional Document Slot

- Populated by default
- If you choose to use it, RENAME the title and EDIT its description to reflect exactly what documentation the search committee wants
  - Otherwise, just delete the slot

Misc / Additional  
 [Edit](#)



Optional



## Statement of Leadership

Describe the leadership strengths you would bring to the Chair position, and the visions and goals you might have for the Department of Dog Psychology. 2-page maximum.

 [Edit](#)

Optional

# Reminders/Best Practices about Documents

- You are not required to keep the recommended settings!
  - Delete the ones you do not need (e.g. Research Statement for Lecturer search)
  - Add slots for the ones you do want
- Add descriptions to the documents for further context
- Toggle the “Required” and “Optional” designation
- Re-order the list so that all Required documents are listed before Optional documents
- Statements of Contribution to Diversity:
  - Required for Senate searches
  - *Must* be Optional for non-Senate, *if* you choose to keep this document slot

# Qualifications

## Basic

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

## Additional

- Same parameters as Basic Quals!
- Also required
- Must be met by start date

Can be problematic if these are not met by anticipated start date advertised in the “Position” tab.

Recommend qualifying anticipated start date in Position details with “or later” to allow flexibility

## Preferred

- Desirable but not required

# Qualifications

- Basic AND Additional:
  - Non-Comparative
    - e.g. three years' experience in a particular position, rather than a comparative requirement such as "must have the most years' experience, among all candidates"
  - Objective
    - e.g. "an advanced degree or enrolled in an advanced degree program at the time of application" but not "a technical degree from a good school"
- Relevant to the performance of the particular position
- Discrete and verifiable by evidence or statements in the applicant's submitted materials (or through an interview for additional qualifications)
  - e.g. specific degree requirement or "1 year of teaching experience" vs "1 year of experience programming with Python" → the latter might be better in Additional Qualifications

## Qualifications, cont'd

- **Basic:** required at the time of *application*
- **Additional:** required at the time of *appointment start date*
  - Should be thought of as minimum requirements necessary to perform the job
  - Failure to meet any of these add'l requirements (by the advertised anticipated start date) = disqualified for hire
- **Preferred:** desirable but not required


# Why are Qualifications important?

Basic
<ul style="list-style-type: none"><li>• Objective</li><li>• Non-comparative</li><li>• Relevant to position</li><li>• Verifiable through application materials alone</li></ul>


- OFCCP Internet Applicant is an individual who:
  - 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

# Qualifications

## Qualifications


✓ Basic qualifications (required at time of application)  SEARCH PLAN

 Edit

 The minimum requirement to be considered an applicant is the completion of all requirements for a PhD (or equivalent degree) in Physics, Astronomy, Engineering, or a related field, except the dissertation at the time of application.

Additional qualifications (required at time of start)  SEARCH PLAN

 Edit

 PhD (or equivalent degree) in Physics, Astronomy, Engineering, or related field by the time of appointment.

Preferred qualifications  SEARCH PLAN

+ Add

 Not yet provided

# Diversity

- Availability Demographics
  - Based on Fields of Study:
    - [https://recruit.ap.ucsb.edu/analyst/help/resources#fields of study](https://recruit.ap.ucsb.edu/analyst/help/resources#fields_of_study)
- Affirmative Action Goals
  - Add Campus Availability & Placement Goals
  - Based on title and level:
    - <https://eodp.ucsb.edu/equal-opportunity-and-affirmative-action/academic-recruitment-tools>



# Advertisements

- Planned Search & Recruitment Efforts
  - Description of planned advertisement and outreach efforts in order to reach a broad and inclusive applicant pool, particularly groups underserved per the Affirmative Action Plan
- Ad Sources
  - Listing of sources where you plan to advertise
- Note: Job Elephant no longer provides ad quotes, therefore uploading the quote is no longer required in this section

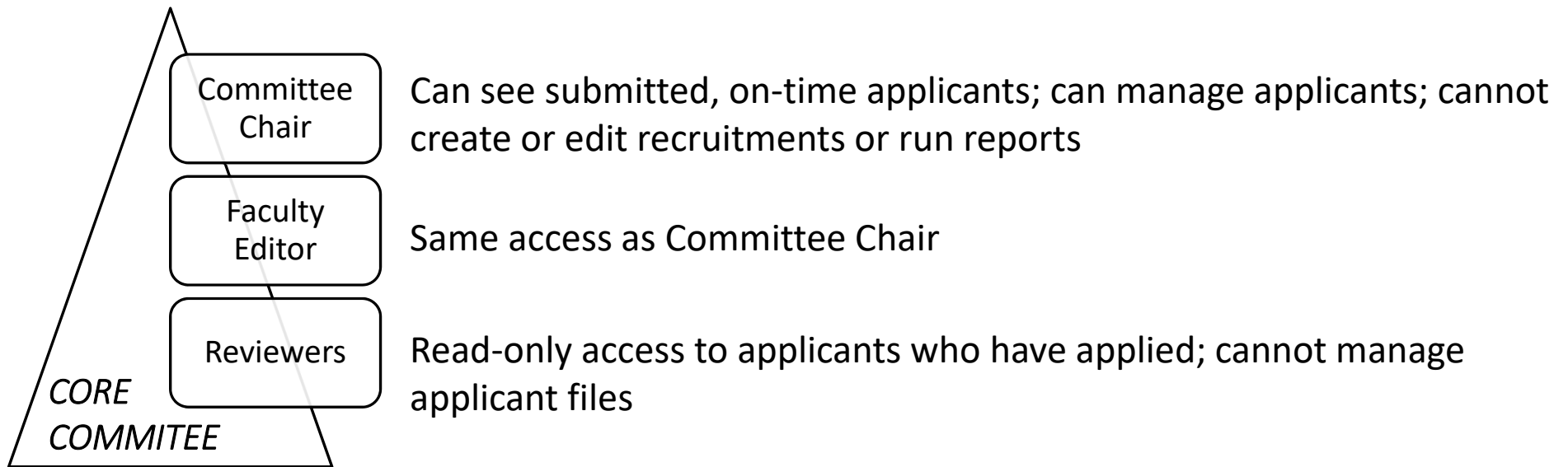
# Selection Process: Selection Criteria

- These are the criteria the committee uses to assess applicants
- Should take into account Basic, Additional, and Preferred Qualifications
- Include additional info about how some of these qualifications are assessed, e.g.
  - “Strong oral communication skills” might be listed as a Preferred Qualification, but how do you judge this? Could be based on job talk, etc... explain this in the Selection Criteria

# Selection Process: Selection Plan

- Road map the search committee expects to follow to arrive at a finalist
- Should include steps committee will take, metrics it will use, from
  - Start (applicant intake)  
to
  - Finish (finalist selected)
- How will applicants be screened? What evaluation protocols are in place? Voting procedures? How will interviews be conducted? Will there be a long shortlist and/or shortlist? How/when will reference letters be used? Etc...
- Search committee is expected to follow this process when reviewing, managing, and interviewing applicants

# Search Committee



Department Analysts have access to see all applicants, Applied or Draft, on time or after deadline. Search Chairs, Faculty Editors, Reviewers have access to view non-hidden Applied applicants up to the latest Review Date.

# Search Committee: 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

# Who is Responsible for What?

- Search Committee Chair
  - Work with Search Committee and Department Staff to come up with Search Plan
    - Includes developing selection criteria and selection plan
  - Lead Search Committee evaluating applications
- Department Staff
  - Work with Search Chair to finalize details of the Search Plan before submission
  - Work with Search Chair, as applicable, on change requests that arise during Search Plan approval flow
  - Ensure Search Plan conforms to approved FTE allocation parameters
  - Recommended: initial screening for Basic Qualifications (mark them as meet/does not meet BQ)

# Final Steps

- Submit Search Plan for approvals
- Await feedback and respond to/resolve Change Requests from approvers
- Upon final approval, Publish the Search Plan and place your ads
  - If search plan is approved before planned Open Date, you may push the Open Date up so applicants can apply immediately
- Wait for applicants to apply
  - Applicants must first assemble all required materials and then explicitly hit the “Submit” button to send their application to your recruitment for consideration
  - Will be listed as “Applied” on your applicant list
  - They will be locked from making further edits to their application after submission



## Other Search Types



# Multi-Level Searches

- Recruiting for multiple ranks, e.g. open rank (Asst, Assoc, Full), or tenured (Assoc, Full)
  - Senate searches: FTE approved @ more than one rank
  - Research titles: contact Joanna first!
- Allows for:
  - Applicants to select the level they are applying for
  - Setting different document/reference requirements for different levels
- Must share one single set of Basic Qualifications regardless of level

# Position tab: Title details

✓ Title and level information [Edit](#) [Search plan](#) [Search report](#)

## Assistant Professor

<b>AD</b> Applicant instructi...	Individuals should submit their application at this level if they meet one of the following conditions: Current or recent PhD candidate or graduate; current or recent postdoc; current assistant professor (including those who are "senior" assistant professors near tenure). Please note that this level determination is only for application review purposes, not the ultimate appointment level of the finalist.
Title code	001343: ASST PROF-AY-B/E/E
Senate level	Senate ?
Availability cohort	Other Academic Positions ?
<b>AD</b> Position title	Assistant Professor ?

## Associate or Full Professor

<b>AD</b> Applicant instructi...	Individuals should submit their application at this level if they meet one of the following conditions: Current tenured professor; position equivalent to tenured professor or position (e.g., at an international university). Please note that this level determination is only for application review purposes, not the ultimate appointment level of the finalist.
Title codes	001143: PROF-AY-B/E/E 001243: ASSOC PROF-AY-B/E/E
Senate level	Senate ?
Availability cohort	Tenured / SOE ?
<b>AD</b> Position title	Associate or Full Professor ?

# Requirements

- Application requirements may be set up differently for different levels
- Some documents may be “required” for one level but “optional” or “not requested” for another level
- References = most common divergence of requirements, e.g.
  - Letters required for Asst Prof level
  - Contact info only for tenure level
  - Why? Because tenured faculty may not want to let their current institutions know they are on the job market unless they advance in consideration

# Requirements: example

## Requirements

[Search plan](#) > [First applicant](#) [AD](#)

Assistant Professor

Associate or Full Professor

✓ **References** [Setup](#)

Reference type

**Letters of recommendation**  
3 required; 2 optional (5 total)

**Contact information only**  
3 required; 2 optional (5 total)

Reference process explanation

Applicants for the Asst Prof level should provide the names and contact information for at least 3 references, and must request letters of reference within the UC Recruit system in order to complete application requirements.

Please provide the names and contact information for at least 3 references. Candidates who advance to the short list will have their references contacted and letters solicited after their on-site interviews.

# Pooled Recruitments

- For multiple positions in the *same* title and performing the *same* job duties
- Most common: Lecturer pools
  - Can also be used for some research titles, if appropriate
- Add additional review windows as new needs arise
  - Must evaluate entire pool (including those considered during previous review windows, unless permanently deselected)
- Recruitment windows
  - Lecturer searches: must close on 3/31 every year
  - Other titles: may remain open for up to 365 days from Open Date

# Other Upcoming Training

- Academic Recruitments AP Certificate Class
  - Wednesday, Sep 18, 2024 @ 9:00am
- UC Recruit Applicant Management Workshop
  - Tuesday, Nov 12, 2024 @ 1:30pm
- General Academic Recruitments Workshop
  - Tuesday, Dec 3, 2024 @ 1:30pm



Questions?