



OFFICE OF THE EXECUTIVE VICE CHANCELLOR
ACADEMIC AFFAIRS, ACADEMIC PERSONNEL SERVICES

9500 GILMAN DRIVE
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March 14, 2020

SUBJECT: Academic Recruitments – COVID-19

Dear Colleagues,

Given the unfolding situation involving COVID-19, it is important to consider how to handle ongoing searches for new faculty. For searches that have not yet conducted interviews we ask that you adopt a remote interview process for *all* candidates. UC policy does not currently prohibit candidates from visiting the campus, however, the advent of domestic travel restrictions and prohibitions on travel make in-person interviews problematic in open searches at this time. Therefore, we offer the following best practices for proceeding with academic recruitments:

1. Use a remote interview process for all candidates using teleconferencing options such as Zoom (<https://ucsd.zoom.us/>) to conduct a search process that adheres to the approved search plan, including the structure of the interview (meetings, seminars) and opportunity for interaction between the candidate, search committee, other faculty, and students as appropriate.
2. As a best practice for a Zoom interview, encourage your faculty also to engage remotely to reduce the need for large gatherings.
3. An alternative is to postpone interviews until travel restrictions are lifted. Given the uncertainty in the timing, we recognize that this may result in some searches being delayed until the next academic year.
4. Ensure that all candidates are treated equitably. Do not institute a process where candidates are given choices about how the process will proceed. In particular, do not give candidates choices about whether or not to visit campus at this time. We do not want any candidate to feel pressured to travel here under the present circumstances.

An important additional issue pertains to the completion of searches in which some of the candidates have already been out for in-person interviews. We appreciate the time and effort you have put into these searches, and want them to be successful. However, we ask that you now conclude these searches using remote interviews. This is essential to remain compliant with U.S. Department of Labor regulations that require all elements of an application process to be held in an accessible location. To ensure equitable treatment of all candidates it is essential to make the process as similar as possible to what occurred during any on-campus search visits. So, for example, if candidates give a certain number of talks, then they should



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also give the same number and types of talks remotely. Every effort should be made to have the remote experience as similar as possible to the in-person experience (so, e.g., if people would ask questions during an in-person job talk, technology should be set up to permit them to ask questions during a remote job talk and so on).

Thank you for your attention, leadership, and patience as we navigate through this time together. This policy will be reviewed at the end of the Spring Quarter or when travel restrictions are lifted.

Best regards,

A handwritten signature in black ink that reads "Elizabeth H. Simmons". The signature is written in a cursive style.

Elizabeth H. Simmons
Executive Vice Chancellor

cc: Chancellor Khosla
Maripat Corr, Chair, Academic Senate, San Diego Division
David A. Brenner, Vice Chancellor for Health Sciences
Margaret S. Leinen, Vice Chancellor for Marine Sciences
Robert Continetti, Sr. Associate Vice Chancellor Academic Affairs
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