

# ADEO & Academic Recruitment announcements for January 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **No cost to departments for three job advertising/outreach resources**

In collaboration with the Office of the Vice Chancellor for Equity, Diversity and Inclusion, the Office of the Executive Vice Chancellor for Academic Affairs has secured continuing and additional institutional advertising agreements with the following resources:

- Higher Education Recruitment Consortium (HERC)
- Diverse Education / DiverseJobs.net
- America's Job Exchange (AJE)

These resources provide advertising that complies with Office of Federal Contract Compliance Programs requirements; demonstrates broad outreach efforts to diverse, military, and disabled jobseekers; and increases applicant-pool diversity. The EVCAA and VCEDI offices have underwritten 100% of the cost of these institutional agreements, and there is no additional cost to the departments for using them.

Please include these three advertising/outreach resources in all academic recruitment plans, along with your department's own diversity and discipline-specific outreach resources.

**Qualified applicants (qualified pool):** Only applicants who have been marked to meet the predetermined basic qualifications for the position will be included in diversity data reports. To see the full direction on identifying your qualified pool, go to [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#qualified](https://apol-recruit.ucsd.edu/analyst/help/review_applications#qualified).

**Close Date:** Most academic recruitments are Open/Close/Final recruitment type, and the Close Date is the last day to accept new applications. The close date on Recruit should match all posted advertisements. For the full list of Recruit fields and descriptions, go to [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#create](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#create).

**OUF:** OUF stands for Open Until Filled, which is appropriate for recruitments that are traditionally hard to fill or do not have a specific report to work date. For information on how to use OUF go to [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#ird](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ird).

**Who is considered "Shortlisted"?** The term "Shortlist" is designated on the PDF Diversity Report and consists of all statuses beyond Serious Consideration. Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn. Serious consideration is NOT a shortlisted status. For the full explanation, go to [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status).

For questions regarding this information, or if you want to unsubscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for January 2014."

# ADEO & Academic Recruitment announcements for February 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **Revised Interim/Selection Report Forms**

We have modified the Interim Report and Selection Report forms to allow expansion of the excel fields. We have also clarified some of the instructions to assist Departmental Staff in completing these reports. These revised reports are attached and are also available on our website

<http://academicaffairs.ucsd.edu/aps/adeo/job-posting.html>

## **Top 7 reasons for delayed approvals of Interim/Selection Reports**

Here at ADEO, we are committed to providing a quick turn-around of submitted Interim and Selection Reports to support hiring units with their business operation needs. However, we must also meet our obligations as a federal contractor and public university, and provide accurate required data to UCOP. We have compiled the top 7 reasons for delayed approvals and requests for additional information to assist departmental staff obtain a quicker approval turn-around for their reports.

### **1. Reason for delay: Shortlist on the Academic Recruitment Analysis Report is not the same as the shortlist on the Interim/Selection Report.**

**Why a concern?** It is not clear which candidates are actually shortlisted. The shortlist should include all candidates who were interviewed or considered for interview.

**Solution:** Utilize the Academic Recruitment Analysis Report to simply copy the names, gender and ethnicity of the shortlisted candidates. If the Analysis Report does not show the shortlist as expected, make sure that the candidate's status in RECRUIT is updated to: Invite to Interview, Interviewed, or Selected Candidate. The Analyst, Search Chair or Editor has the ability to update candidates' status.

**Tip: Who is considered "Shortlisted"?** The term "Shortlist" is designated on the PDF Diversity Report and consists of all statuses beyond Serious Consideration. Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn, and Campus declined. **Serious consideration** is NOT a shortlisted status. [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status)

### **2. Reason for delay: Applicants have not been assessed for meeting basic qualifications.**

**Why a concern?** It appears that applications have not been evaluated. In addition, applicants who do not meet, or with unknown basic qualifications are excluded from the applicant pool data set.

**Solution:** Assess all applicants for basic qualifications. When creating a new Diversity Report, the Applicant Pool Statistics section of the first page (before you push the create report button) will tell you how many people have unknown basic qualifications.

**Tip:** When applicants first apply, they land in the **Unknown** section of the applicant pool. An analyst, chair or editor then reviews their files and selects whether they are qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty). [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#meets-basic-overview](https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview)

### **3. Reason for delay: No explanation of why an outreach source included in the Recruitment Plan was not advertised.**

**Why a concern?** The recruitment plan is reviewed and approved by department and campus representatives to satisfy multiple requirements, including compliance requirements. Any deviations from the approved recruitment plan require justification and transparency.

**Solution:** Explain any deviations from the Recruitment Plan.

**Tip:** Utilize the 'Proofs of advertisement' function in the Documentation Tab in each RECRUIT record to easily store and retrieve proofs of advertisement. Many times, ads were placed as stated in the Recruitment Plan, however the proof is lost due to staff turnover or time lapse. However, the Documentation feature in RECRUIT can help manage this. [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#ad\\_source](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ad_source)

#### **4. Reason for delay: Interim and/or Selection Reports are submitted prior to the close date of the recruitment.**

**Why a concern?** All applicants must be given a fair opportunity to be considered for the position until the close date of the recruitment. Selecting shortlist or final candidates prior to the job posting close date is inconsistent with advertised job posting application deadlines and close dates. Also, may constitute pre-selection, contradicting the open recruitment process.

**Solution:** Submit the Reports shortly after the close date of the recruitment

**Tip:** For recruitments that are particularly hard to fill, consider an Open Until Filled Recruitment. The Open Until Filled Option must be selected in the very beginning when building the RECRUIT record, and cannot be changed after the first applicant applies. This recruitment type contains an Open date, an Initial Review date and a Final date. Note that stating Open Until Filled in the advertisement is not the same as creating an Open Until Filled recruitment in RECRUIT [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#ird](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ird)

#### **5. Reason for delay: The Shortlist on the Interim Report is not the same as the Shortlist on the Selection Report.**

**Why a concern?** The Shortlist (those that were interviewed or considered for interview) should be the same at the Selection Report stage as it was on the Interim Report stage.

**Solution:** Check the approved Interim Report to ensure that the same candidates are listed on the Selection Report.

#### **6. Reason for delay: A Selection Report has been submitted prior to the Interim Report (General Campus and SIO only).**

**Why a concern?** Candidates should not be invited to campus for interviews before the Dean has approved the Interim Report.

**Solution:** Complete a UCSD Recruitment Interim Report shortly after the closing date listed on the recruitment, as soon as the search committee has reached a consensus on the applicants it wishes to invite for interviews. This report is used for **all** open recruitments in GC and SIO, not just Ladder Rank.

#### **7. Reason for delay: The de-selection statements in the Selection Report do not give sufficient rationale for why a seriously considered candidate was de-selected.**

**Why a concern?** We must be able to objectively justify our hiring decisions to auditors and/or in discrimination lawsuits.

**Solution:** Each Selection Report needs a brief statement on the strengths and weaknesses of the seriously considered applicants based on the established selection criteria. The selection statement must explicitly explain why some seriously considered applicants were de-selected, not just offer positive comments about the proposed candidate.

**Tip:** The hiring unit must maintain complete and accurate records of actions regarding each recruitment. These records, including applicant files, must be retained in the unit for a period of five years from the date the recruitment effort is considered closed, i.e., the date when the last candidate proposed for an appointment accepted/declined the formal job offer.

For questions regarding this information, or if you want to unsubscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for February 2014"

## ADEO & Academic Recruitment announcements for March 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

### **Consolidation of eRP and APOL Recruit**

APOL *Recruit (Recruit)* programmers have been busy working on integrating the Recruitment Search Plan components into *Recruit*. This integration will eliminate the step of using a separate application (e-RP) for Recruitment Plan creation and approvals! ADEO will provide training sessions around campus for our users; please stay tuned for announcements of our training dates and locations. These upgrades are scheduled to launch by Summer 2014.

### **AJOB transitioning to Recruit**

UCSD is phasing out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic job postings on *Recruit* (see <https://apol-recruit.ucsd.edu/apply>). *Recruit* currently has functionality as a searchable database for all open academic positions and provides a single portal and platform for jobseekers, search committees and analysts. In preparation for this transition, effective immediately, include the Ad text from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)).

### **Diversity Report – Shortlist vs. Applicant Pool Report Type.**

You may have noticed recently when creating a new Diversity Report, there is a new option in the report type field of 'Shortlist' or 'Applicant Pool'. Please always select 'Shortlist'.

### **Applicant Status:**

A common reason for delay of Interim/Selection Reports is incomplete or non-updated applicant status field information (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status)). This information tracks the status of all candidates, records the recruitment compliance activity, and provides the department, campus and UCOP with required reporting data. Please complete this information prior to pulling diversity reports and submitting Interim/Selection Reports. The following is a list of possible applicant status selections for "shortlist" candidates:

**Serious Consideration:** The first cut to trim down the applicant pool to those of greatest interest. *Serious consideration* is not considered the shortlist.

**Invite for Interview:** Includes candidates who will be invited, or is under consideration to be invited for an interview. *Invite for Interview* equals your

shortlist, and will appear as the shortlist on the Diversity Analysis Report generated from RECRUIT.

**Interviewed:** After the candidate is interviewed, update status to interviewed accordingly.

**Selected Candidate:** The candidate the committee has decided to recommend for appointment.

**Offered:** When the candidate receives an official offer letter from the EVC or AVC following submission of the appointment file.

**Accepted Offer:** When the candidate accepts their official offer of appointment.

**Hired:** When the candidate is officially hired by the University.

### **Sharecase**

Carla Solomon will be presenting a session at Sharecase on Wednesday March 26<sup>th</sup>, from 10:00-10:45 in the Marshall College Room. Topic: "*Refreshed Recruit*".

### **ADEO Website**

We have been working on updating our website to be more user friendly, which we anticipate to launch in April. Any suggestions or feedback is welcomed!

For questions regarding this information, or if you want to unsubscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for March 2014"

# ADEO & Academic Recruitment announcements for April 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **Recruitment Training**

Thursday May 15<sup>th</sup>, 2014 1:30 p.m. to 4:30 p.m., TPCS Learning Center - Room 265A

This course will provide an in-depth look at how to post academic positions and manage the recruitment process. It is intended for anyone involved in the recruitment process for academic appointments, including analysts and potential search committee members. Topics include: an overview of *the Recruitment Plan*, step-by-step instructions for using AP On-Line *Recruit*, Interim Reports, Selection Reports, Waivers, and best practices for conducting recruitments

Enroll through the [UC Learning Center](#). (UCSD Single Sign-On is required; select "Browse Catalog," then choose "Academic Personnel" under "Academic Policy and Practices.") Course name = Academic Personnel: Academic Recruitment

This course may be taken individually or as part of the Academic Personnel certificate series. For more information about additional courses offered by Academic Personnel Services, please visit the [Academic Personnel Training Courses](#) page on the Academic Personnel Services website.

## **Processing timelines for Interim Reports and Selection Reports**

The initial review of Interim Reports and Selection Reports will occur within 10 business days of submission to [adeo@ucsd.edu](mailto:adeo@ucsd.edu). In cases when the hiring unit has a critical need for an expedited review, please be sure to state **URGENT** in the subject line, and ADEO will do their best to review within 3 business days of submission.

## **AJOB transitioning to Recruit**

As mentioned last month, UCSD is phasing out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic job postings on *Recruit* (see <https://apol-recruit.ucsd.edu/apply>). *Please remember to copy and paste the complete ad text* from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)). The complete ad text in the description field of *Recruit* is no longer optional, as AJOB will be decommissioned on July 1, 2014, and applicants will be redirected to the job postings from *Recruit*.

## **Open Until Filled Recruitments**

OUF stands for Open Until Filled, which is appropriate for recruitments that are traditionally hard to fill or do not have a specific report to work date. For information on how to use OUF go to [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#ird](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ird).

Here is an example:

Open Date: 1/1/2014

Initial Review Date: 3/1/2014  
Additional Review Date: 4/1/2014  
Final Date: 6/30/2014

It is important to continue to add additional review dates as long as the search committee is continuing to review applications. Department Analyst and Search Committee Chair roles can see all applicants that have applied to the position, however Search Committee members can only see candidates that have completed their applications before the last review date. In addition, the Diversity Analysis report will include applicants who have completed their applications before the last review date as well (in the above example, 4/1/14). In the applicant pool screen, Department Analysts and Search Committee Chairs can utilize the filter options to the left (see [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#filter](https://apol-recruit.ucsd.edu/analyst/help/review_applications#filter)) or the column options (see [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#column](https://apol-recruit.ucsd.edu/analyst/help/review_applications#column)) to make sure they are reviewing the same applications that the Search Committee is reviewing. If additional applications are desired, add an additional review date.

Enter the latest review date (in the above example this is 4/1/14), as the closing date on your Interim Reports and Selection Reports

If you are using an Open Until Filled recruitment type, make sure your ad text also states open until filled.

For questions regarding this information, or if you want to unsubscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for April 2014"



# ADEO & Academic Recruitment announcements for May 2014

The following are updates regarding academic recruitment processes, recruitment plans and APOL Online Recruit:

## **Welcome Back Nathalia!**

Please join us in welcoming Nathalia back to the office – she was greatly missed. Nathalia is currently working part-time on special projects. Please continue to work with Joanna Horning regarding Waivers, Interim Reports, Selection Reports and APOL *Recruit* questions.

## **Recordkeeping Policy**

The UC San Diego Policy and Procedures Manual, Section 480-20.V.8, stipulates that complete and accurate records regarding each position, including applicant files, must be retained for a period of three to five years and are subject to audit by the director of the Office of Academic Diversity and Equal Opportunity at any time. Currently, ADEO is auditing the academic recruitment records from the past five years (2009 -2014). Departments may be contacted to complete recruitment recordkeeping.

## **AJOB transitioning to Recruit**

UCSD is phasing out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic job postings on *Recruit* (see <https://apol-recruit.ucsd.edu/apply> ). *Please remember to copy and paste the complete ad text* from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)). The complete ad text in the description field of *Recruit* is no longer optional, as AJOB will be decommissioned on July 1, 2014, and applicants will be able to view the full job postings on *Recruit*.

## **APOL Recruit Training**

OADEO is developing a self-paced computer based training for APOL *Recruit*. We are looking for volunteers at all levels of APOL *Recruit* experience to evaluate the effectiveness of this training material. Estimated time commitment is 1-2 hours. This training will be mandatory for all new users - so your feedback will greatly benefit your peers. Plus, it is a great way to sharpen your own skills. Please reply to [adeo@ucsd.edu](mailto:adeo@ucsd.edu) if you are interested by Friday June 6<sup>th</sup>.

## **Academic Applicant Demographic Data**

Recruitments that are conducted in APOL *Recruit* are in compliance with the US Department of Labor requirements. Applicants are invited to take the Diversity survey as part of the Recruit applications process, and Departments may run Diversity Analysis Reports directly from the Recruit system at any time.

When completing the Interim and/or Selection Reports, you only need to copy what the candidate has self-reported which you will find on the Diversity Analysis Report shortlist generated from *Recruit*. If an applicant does not complete the survey, or declines to, please

record a 'U' for Unknown in the Interim Report and/or Selection Report for sex/ethnicity accordingly.

### **Excel Spell Check**

Interim Reports and Selection Reports document the open recruitment process, must be kept on record, and are subject to audit. Interim Reports and Selection Reports that are wrought with spelling and grammatical errors give quite a different impression than one that is carefully prepared.

This month's tip: Use Spell Check. <http://www.addintools.com/documents/excel/where-is-spell-check/where-is-spell-check.html>

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for May 2014"

# ADEO & Academic Recruitment announcements for June 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **Contacting ADEO**

Remember to only use [adeo@ucsd.edu](mailto:adeo@ucsd.edu) when submitting recruitment reports, requests, queries, and asking for help with the online recruitment systems. Everyone in OADEO shares the responsibility of monitoring the mailbox and responding to queries. E-mails in this mailbox receive quicker responses, and historical emails are stored in one place for better customer service. No need to cc: everyone in the department when using [adeo@ucsd.edu](mailto:adeo@ucsd.edu).

## **AJOB transitioning to Recruit July 1, 2014!**

UCSD is phasing out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic job postings on *Recruit* (see <https://apol-recruit.ucsd.edu/apply>). *Please remember to copy and paste the complete ad text* from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)). The complete ad text in the description field of *Recruit* is no longer optional, as AJOB will be decommissioned on July 1, 2014, and applicants will be able to view the full job postings on *Recruit*. Please make certain that you include all of the ad text, including the salary statement, the closing date, the To Apply information, and the AA-EOE statement at the bottom.

## **Basic Qualifications**

The Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) defines Basic Qualifications as:

*The "basic qualifications" which an applicant must possess means qualifications that the contractor advertised to potential applicants or criteria which the contractor established in advance. In addition, the qualifications must be:*

- *Noncomparative features of a job seeker (e.g. three years' experience in a particular position, rather than a comparative requirements such as being one of the top five among the candidates in years of experience);*
- *Objective (e.g., a Bachelor's degree in accounting, but not a technical degree from a good school); and*
- *Relevant to performance of the particular position.*

The first step in reviewing applications in APOL *Recruit* is selecting whether or not the candidate meets or does not meet basic qualifications. [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#meets-basic-overview](https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview) Basic Qualifications refers to whether the candidate is qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty). Applicants who do not meet basic qualifications are excluded from the applicant pool data set which can be seen on the Diversity Analysis Report. A well-written advertisement should have very few applicants that do not meet basic qualifications.

### **Open Until Filled recruitments**

Recruitment Plans that state the position is Open Until Filled should be set up in APOL Recruit as an Open Until Filled Recruitment, also known as Initial Review date/Open Until Filled. This is an ongoing recruitment that collects pools of applicants, separated by review dates. This recruitment type contains an Open date, an Initial review Date, a Final date, and may optionally include additional review dates. Please review the information in APOL Recruit HELP [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#ocf\\_or\\_ird](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird) and the announcements from April for additional information on Open Until Filled recruitments. Recruitments that are “Open until filled” must close prior to one years’ time (e.g. Open April 1, 2014 and Final/Close March 31, 2015). A new recruitment plan and applicant pool will be required for any subsequent years.

### **Best wishes Joanna!**

Joanna Horning’s last day is June 30<sup>th</sup>. ADEO really appreciate ALL of her help and support that she gave to ADEO, and we wish her well in her future endeavors.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line “ADEO & Academic Recruitment announcements for June 2014”

# ADEO & Academic Recruitment announcements for July 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **AY 2013-2014 Recruit Audit**

ADEO is auditing 2013-2014 recruitments for activity and completion. Now is the time to update the status on your recruitments by logging into Recruit and entering the status of applicants, short list candidates and final candidates. Directions on how to disposition applicants and candidates on Recruit are located on the Recruit Help page via the following links:

- **View all Recruitments** [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#view](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#view)
- **Meets Basic Qualifications or Unqualified** [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#meets-basic-overview](https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview)
- **Manage the applications, Update applicant status** [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status)
- **What to do when a search is complete** [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#inactivate](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate)

All "stale" recruitments will be automatically inactivated by **September 1, 2014**.

For questions or additional information on how to complete recruitments on Recruit, go to <https://apol-recruit.ucsd.edu/analyst/help> or contact Jennifer Park at [jennifer@ucsd.edu](mailto:jennifer@ucsd.edu).

## **AY 2014-2015 FTE Allocations**

The 2014-15 FTE allocations have now been distributed to most divisions. The academic title, rank, and discipline(s) on recruitment plans must match the approved allocation.

## **Academic Titles**

Academic Titles in e-RP, AP On-Line *Recruit*, or job advertisements should read:

- Full Professor (not Full Professor, tenure)
- Associate Professor (not Full Professor, tenure)
- Assistant Professor (not Assistant Professor, tenure-track)
- Clinical Professor
- Adjunct Professor
- Professor In Residence
- Professor of Clinical (*Insert specialty here*)

For titles that include more than one series, please list as: Full, Associate, or Assistant Professor (series to be determined) or (series based on skills experience and qualifications) in the ad text.

In AP On-Line *Recruit*, remember to select **all** of the potential title codes for the recruitment.

To view Tenured title codes visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenured-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes)

To view Tenure-Track title codes visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenure-track-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenure-track-title-codes)

For all other title codes visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#other-academic-positions-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#other-academic-positions-title-codes)

Please **do not** include anything in the title to do with steps or salary. (i.e. Above Scale, Off Scale, etc.)

### **AJOB transitioned to AP On-Line Recruit**

UCSD has phased out the Academic Job Opportunities Bulletin (AJOB) site and re-routed all academic job posting links to AP On-Line *Recruit* (see <https://apol-recruit.ucsd.edu/apply> ). *Please remember to copy and paste the complete ad text* from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)).

### **Direct Applications Only on Recruit**

Application materials should be uploaded into Recruit by the applicant, not the department. If an application is received by the department outside of AP On-Line Recruit, the analyst will need to contact the applicant and invite him/her to apply through AP On-Line *Recruit*. The link to access all UCSD academic jobs at UCSD is: <https://apol-recruit.ucsd.edu/apply> .

### **New ADEO Team members!**

Welcome to Michael "MT" Turner, [M7Turner@UCSD.edu](mailto:M7Turner@UCSD.edu). MT will be assisting ADEO with Interim and Selection Reports compliance review.

Welcome to Jesse Hurtado, [jhurtado@ucsd.edu](mailto:jhurtado@ucsd.edu). Jesse is assisting ADEO part-time with academic recruitment and retention projects.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements for July 2014"

# ADEO & Academic Recruitment announcements for August 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **AJOB Transitioning to Recruit**

As we mentioned last month, UCSD has phased out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic posting jobs to *Recruit* (see: <https://apol-recruit.ucsd.edu/>). *Please remember to copy and paste the complete ad text*, including the AA-EOE statement from the recruitment plan into the description field on *Recruit* when creating the basic recruitment see: [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments)). The complete ad text in the description field of *Recruit* is no longer optional.

## **AY 2014-2015 FTE Allocations**

The 2014-15 FTE allocations have now been distributed to most divisions. The academic title, rank, and discipline(s) on recruitment plans must match the approved allocation.

## **Manage Your Applicants on Recruit**

Please update the status on recruitments by logging into Recruit and entering the status of applicants, short list candidates and final candidates; setting up consistent review dates for long term recruitments helps this process. The information on these candidates can be found on Interim/Selection Reports and/or from the Department Chair. Directions on how to disposition applicants and candidates on Recruit are located on the Recruit Help page or you can refer to the following links:

- **View all** Recruitments [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#view](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#view)
- Meets **Basic Qualifications** or Unqualified [https://apol-recruit.ucsd.edu/analyst/help/review\\_applications#meets-basic-overview](https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview)
- **Manage** the applications, Update applicant status [https://apol-recruit.ucsd.edu/analyst/help/manage\\_applications#status](https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status)
- What to do when a search is **complete** [https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#inactivate](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate)

## **Processing Timelines for Interim Reports and Selection Reports**

The initial review of interim Reports and Selection Reports will occur within 10 business days of submission to [adeo@ucsd.edu](mailto:adeo@ucsd.edu). In Cases when the hiring unit has a critical need for an expedited review please be sure to state **URGENT** in the subject line and ADEO will do their best to review within 3 business days of submission.

## **Advertisements on Recruit**

Starting with AY 14-15, all advertising/outreach evidences will be stored on Recruit. Simply copy the advertising/outreach list from eRP and enter the identical information on Recruit. When the advertising/outreach is executed, upload the ad evidences on Recruit, too. ([https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#advertisements](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#advertisements)). You will see the ADEO posted advertisements will also be uploaded on Recruit and when you submit your

Interim/Selection Report, add a note that the ad copies are on Recruit— No need to save or send additional copies and easier access to the entire recruitment record. Each department must conduct their own outreach efforts ***using agencies apart from the ones used by the university*** which include: the Higher Education Recruitment Consortium (HERC), American Job Exchange (AJE), and DiverseJobs.net.

### **Academic Titles**

Academic Titles in e-RP, AP On-Line *Recruit*, or job advertisements should read:

- Full Professor (not Full Professor, tenure)
- Associate Professor (not Full Professor, tenure)
- Assistant Professor (not Assistant Professor, tenure-track)
- Clinical Professor
- Adjunct Professor
- Professor In Residence
- Professor of Clinical (*Insert specialty here*)

For titles that include more than one series, please list as: Full, Associate, or Assistant Professor (series to be determined) or (series based on skills experience and qualifications) in the ad text.

In AP On-Line *Recruit*, remember to select **all** of the potential title codes for the recruitment.

To view **Tenured title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenured-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes)

To view **Tenure-Track title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenure-track-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenure-track-title-codes)

For all **other title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#other-academic-positions-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#other-academic-positions-title-codes)

Please **do not** include anything in the title to do with steps or salary. (i.e. Above Scale, Off Scale, etc.)

### **Direct Applications Only on Recruit**

Application materials should be uploaded into Recruit by the applicant, not the department. If an application is received by the department outside of AP On-Line Recruit, the analyst will need to contact the applicant and invite him/her to apply through AP On-Line *Recruit*. The link to access all UCSD academic jobs at UCSD is: <https://apol-recruit.ucsd.edu/apply> .



# ADEO & Academic Recruitment announcements for September 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **Happy National Hispanic Heritage Month**

The Office of Academic Diversity and Equal Opportunity celebrates the histories, cultures, and contributions of the Hispanic peoples. To learn more visit:

<http://hispanicheritagemonth.gov/index.html>

## **ADEO Newsletter Archive:**

All ADEO Newsletters starting from the beginning of 2014 have been uploaded to an archive on the ADEO homepage. To view the pdf version of the newsletter simply click on the month for which you are looking. <http://academicaffairs.ucsd.edu/aps/adeo/index.html>

## **Dispositioning Shortlist Candidates**

Dispositioning shortlist candidates on Recruit should occur simultaneously with your ongoing recruitment administration. Both the recruitment activities and the recordkeeping of those activities ensures successful recruitments and compliance. Below is a matrix of the shortlist candidate's disposition statuses and the corresponding UCSD internal process.

<b>Current Status Name</b>	<b>UCSD Concurrent Process</b>
Serious Consideration	Interim Report
Invite for Interview *	update Recruit
Interviewed	update Recruit
Selected Candidate *	Selection Report
Offered	Dean/AP analyst generates offer letter
Offer Accepted	Dean/AP Analyst receives formal acceptance
Offer Declined	Dean/AP Analyst receives formal declination
Hired	Applicant entered on Employee Link and PPS
Withdrawn	Dean/AP Analyst receives withdrawal

For more information, contact Jennifer Park [jennifer@ucsd.edu](mailto:jennifer@ucsd.edu) x25862.

## **Advertisements on Recruit**

Each department must conduct their own outreach efforts ***using agencies apart from the ones used by the university*** which include: the Higher Education Recruitment Consortium (HERC), American Job Exchange (AJE), and DiverseJobs.net.

Here are some resources to for your department to keep compliance with the OFCCP regulations that are designed to "Improve Job Opportunities for Protected Veterans".

- <http://www.gijobs.com>
- <http://recruitmilitary.com>
- <http://www.navnetresources.com>
- <http://www.thepatriotsgrp.com>

## **Academic Titles**

In AP On-Line *Recruit*, remember to select **all** of the potential title codes for the recruitment.

To view **Tenured title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenured-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes)

To view **Tenure-Track title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#tenure-track-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenure-track-title-codes)

For all **other title codes** visit:

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#other-academic-positions-title-codes](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#other-academic-positions-title-codes)

Please **do not** include anything in the title to do with steps or salary. (i.e. Above Scale, Off Scale, etc.)

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements"

# ADEO & Academic Recruitment announcements for October 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **SIGN UP FOR AP-ONLINE RECRUIT TRAINING**

**When:** Wednesday, October 22, 2014

9:30:00 AM through 11:30 AM PDT

**Location:** ACT/BFS Training Facility Suite 400, Torrey Pines Center South (TPCS), La Jolla, CA

### **To register:**

go to the UC Learning Center

Scroll down to the Department Listing

Click on Academic Personnel

Third from the top under the title "**ACADEMIC PERSONNEL: AP ON-LINE RECRUIT TRAINING**"

Click Register on the lower left side

**Training Access:** Currently the **ALTNG system** is not communicating well with *RECRUIT* so all people attending the class and who do not currently have access to recruit will need to request access BEFORE the class. Simply email [adeo@ucsd.edu](mailto:adeo@ucsd.edu) with "Recruit Training Access" in the subject line.

### **Approve and Publish features now live on Recruit**

Two new additional buttons are now on Recruit: "Approve" and "Publish." From now on, each new recruitment will need to be approved on Recruit by a Central AP Analyst and published by the department analyst before it can appear to applicants within the specified dates.

Descriptions and instructions for the Approve and Publish features on Recruit can be found in the Help Manual at the following url's:

#### **Submit plan for approval**

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#plan\\_approval](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#plan_approval)

- Select "**Affirmative Action Reviewer**" as the approver.
- Select "This step is Required".

#### **Publish an approved plan**

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#publish\\_plan](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#publish_plan)

- When the recruitment plan is approved by the Dean, "**Publish**" on Recruit.

### **Happy LGBT History Month**

The Office of Academic Diversity and Equal Opportunity celebrates the LGBT community and their contributions to history. To learn more visit:

<http://www.lgbthistorymonth.com/background>

**ADEO Newsletter Archive:**

View the pdf versions of 2014 OADEO Newsletters at:  
<http://academicaffairs.ucsd.edu/aps/adeo/index.html>

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements"

# ADEO & Academic Recruitment announcements for November 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **New Recruit Naming Convention RP 10-XXX:**

To ease the OADEO internal audit procedures we are now asking that all new recruitments created on RECRUIT include the eRP 10-XXX number to be placed in front of the title i.e.

**10-XXX Position Title – Department/Area**

## **Selection Report Reminder:**

When submitting a selection report, please generate a new Academic Recruitment Analysis (diversity) Report. This allows the ADEO office to view the most up to date disposition and diversity data.

## **International Hire Info:**

Keep recruitments accessible to international candidates and optimize international hiring processes <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/international.html>

## **Recruit Training Class:**

On 10/22 a Recruit training class was held at the Stanford Consortium and attendance was at max capacity. We have received many inquiries about another training being scheduled; **we are aiming for early 2015 for another class. Please stay posted for updates.**

## **Approve and Publish features now live on Recruit:**

Two new additional buttons are now on Recruit: "Approve" and "Publish." From now on, each new recruitment will need to be approved on Recruit by a Central AP Analyst and published by the department analyst before it can appear to applicants within the specified dates.

Descriptions and instructions for the Approve and Publish features on Recruit can be found in the Help Manual at the following url's:

### **Submit plan for approval**

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#plan\\_approval](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#plan_approval)

- Select "**Affirmative Action Reviewer**" as the approver.
- Select "This step is Required".

### **Publish an approved plan**

[https://apol-recruit.ucsd.edu/analyst/help/manage\\_recruitments#publish\\_plan](https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#publish_plan)

- When the recruitment plan is approved by the Dean, "**Publish**" on Recruit.

**Native American Heritage Month:** The Office of Academic Diversity and Equal Opportunity recognizes and celebrates the Native American community and their contributions to history and this campus. To learn more visit: <http://nativeamericanheritagemonth.gov/about/>

## **ADEO Newsletter Archive:**

View the pdf versions of 2014 OADEO Newsletters at:  
<http://academicaffairs.ucsd.edu/aps/adeo/index.html>

For questions regarding this information, or if you want to **unsubscribe/subscribe**, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements"

# ADEO & Academic Recruitment announcements for December 2014

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

## **2014-2015 job advertising/outreach advertising for faculty recruitments**

In collaboration with the Office of the Vice Chancellor for Equity, Diversity and Inclusion, the Office of the Executive Vice Chancellor for Academic Affairs has secured continuing and additional institutional advertising agreements with the following resources for December 1, 2014-November 30, 2015:

- Higher Education Recruitment Consortium (HERC)
- Diverse Education / DiverseJobs.net

These resources provide advertising that complies with Office of Federal Contract Compliance Programs requirements; demonstrates broad outreach efforts to diverse jobseekers and increases applicant-pool diversity. The EVCAA and VCEDI offices have underwritten 100% of the cost of these institutional agreements, and there is no additional cost to the departments for using them.

Please include these advertising/outreach resources in all academic recruitment plans, along with your department's own diversity and discipline-specific outreach advertising.

## **Who is considered "Shortlisted"?**

The term "Shortlist" as designated in the Diversity Report PDF and consists of all statuses beyond Serious Consideration. Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn, and Campus declined. Serious consideration is **NOT** a shortlisted status.

## **External Referee language:**

External referees must list their relationship to the applicant, particularly if they have been a collaborator.

## **Basic Qualifications:**

The U.S. Department of Labor/ OFCCP only considers those individuals who meet the advertised basic qualifications as "applicants." Please mark your applicants accordingly in order to produce an accurate Diversity Report that meets the requirements of the OFCCP. Committee reviewers will and should see only completed applicants.

**IMPORTANT! Always use objective, non-comparative, relevant, and verifiable criteria.**

## **Campus Closure and Recruit Assistance**

The Office of Academic Diversity and Equal Opportunity will be closed December 24, 2014 through January 2, 2015 for Winter Administrative Recess. Support will be limited during this time. **Please submit all recruitment documents for processing before December 17th** in order to give ADEO time to process your reports.

## **Selection Report Audit:**

OADEO is currently auditing past selection reports and uploading them to APOL-Recruit. Departments will be contacted with a list of incomplete files and asked to provide the proper files.

**New Recruit Naming Convention RP 10-XXX:**

To ease the OADEO internal audit procedures we are now asking that all new recruitments created on RECRUIT include the eRP 10-XXX number to be placed in front of the title i.e.

**10-XXX Position Title – Department/Area**

**December Holidays:**

The Office of Academic Diversity and Equal Opportunity wishes everyone a happy holiday season and safe travels. To learn about the different holidays during December please visit:

<http://www.rochester.edu/diversity/calendar.html#december>

**ADEO Newsletter Archive:**

View the pdf versions of 2014 OADEO Newsletters at:

<http://academicaffairs.ucsd.edu/aps/adeo/index.html>

For questions regarding this information, or if you want to **unsubscribe/subscribe**, please contact [adeo@ucsd.edu](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements"