ADEO & Academic Recruitment announcements for January 2015

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

APOL-Recruit Use:
Reminder: All UC San Diego academic job postings and recruitments must be listed through the APOL-Recruit applicant tracking system across all departments and areas.

Updated Applicant Status:
The APOL-Recruit team has updated two applicant status names in the system. Both are short listed statuses.

- "Invite for interview" has been renamed to "**Recommend for interview**" to better reflect that the applicant is being put forward for an interview but has yet to be invited.
- "Selected candidate" has been renamed to "**Proposed candidate**" to reflect that this candidate still needs to be approved before they receive an offer.

The applicant's log will show that the system has renamed the status for those that had already been assigned.

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 Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn, and Campus declined.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.

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.

Martin Luther King Jr. Day

The Office of Academic Diversity and Equal Opportunity celebrates the birthday of Martin Luther King Jr. and his contributions to history and his dedication to civil rights. To learn more visit: http://www.history.com/topics/black-history/martin-luther-king-jr

ADEO Newsletter Archive:
View the pdf versions of 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, subject line "ADEO & Academic Recruitment announcements"

ADEO & Academic Recruitment announcements for February 2015

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

2015-2016 Faculty Career Development Program (FCDP)
The FCDP Call for proposals is up for the new year! Analysts, please pass the word to all Assistant Professors to take a look at our website at:
http://academicaffairs.ucsd.edu/aps/adeo/equal-opportunity-programs/fcdp.html

New Applicant Contributions to Diversity (C2D) URL:
The Applicant C2D statement instructions page has been updated and moved to the new Faculty Excellence and Diversity Web site at http://facultyexcellence.ucsd.edu/c2d/index.html. The URL has been programmed into the Recruit system under the "Application Materials" section. Departments may choose to omit the C2D URL in their advertisements.

Employing People with Disabilities:
ADEO has added a resource guide for recruiting and employing individuals with disabilities provided by several government agencies including the Department of Labor. Find it at:
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html

Open Until Filled (OUF)/Initial Review Date (IRD) Recruitments:
When opening an Open Until Filled recruitment, your applicants will be able to change their application materials ONLY until the next review date. IE; An applicant applies on 11/15/14 and the first Review date is 11/17/14. When the review date is reached, your 11/15/14 applicant will no longer be able to change his or her application materials, even if the Final Closing Date is 12/10/14. A new review date must be entered if a selection is not made from the first batch of applicants. When an initial review date is reached, all applications must be marked as Meets Basic Qualifications, Does Not Meet Basic Qualifications or Unknown. Only those applications marked Meets Basic Qualifications will be visible to your search committee members.

Source: APOL-Recruit homepage updates: https://apol-recruit.ucsd.edu/analyst

Selection Report Audit:
OADEO has completed an internal audit of our SR records for AY 2012-13 and 2013-2014. All completed Selection Reports in our office have been uploaded to their respective APOL-Recruit profiles. Departments and Deans offices can also upload their final approved Selection Reports directly onto Recruit

Uploading Selection Reports:
 To **ALL** departments, please upload all final approved selection reports with the Dean's signature on APOL-Recruit.
1. Final selection reports for each candidate should be named accordingly:
   10-XXX_CandidateLastName_CandidateFirstName_SR_APPROVED
2. Log into APOL-Recruit and locate recruitment
3. Click on the Documentation Tab on the left side navigation bar

4.   Next to Letters and Memos click "upload"
5.   Click "browse" and navigate to the SR file location, select which SR to upload, click "open"
6.   Add description and comments as necessary in Recruit
7.   Click "Upload File"

** <u>Please note: APOL-Recruit only supports PDF, TXT, or images under 10MB in this section</u> **

<u>Recruit User Audit:</u>
OADEO has completed an audit of APOL-Recruit users and contacted departmental DSA's for confirmation of user access. If you need to re-activate or update your Recruit access, please contact your department DSA.

<u>2014-2015 job advertising/outreach advertising for faculty recruitments</u>
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.

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

<u>Black/African-American History Month:</u>
The office of Academic Diversity and Equal Opportunity recognizes and celebrates the rich culture, history, and contributions of the Black/African-American community. To learn more, please visit: http://www.africanamericanhistorymonth.gov/about.html

<u>ADEO Newsletter Archive:</u>
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ADEO & Academic Recruitment announcements for March 2015

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

SIGN UP FOR AP-ONLINE RECRUIT TRAINING
Registration is limited

Part 1: Creating and managing recruitments, and Federal Compliance
When: Friday, March 13, 2015
10:00:00 AM through 12:00 PM PDT
Location: Geisel Library, Room 276 - Classroom 2

Part 2: Applicant Management, Reports, Paperless Environment
When: Friday, March 20, 2015
10:00:00 AM through 12:00 PM PDT
Location: Geisel Library, Room 276 - Classroom 2

To register:
Go to the UC Learning Center
In the sidebar search Academic Personnel
Sort by name and locate "**ACADEMIC PERSONNEL: AP ON-LINE RECRUIT TRAINING Part (1 or 2)**"
Click Register on the lower right side
https://uc.sumtotalsystems.com/sumtotal/core/registration/index?ActivityId=197757

This will be a hands-on class to provide updated information and processes needed to use APOL-Recruit to its fullest capability.

2015-2016 Faculty Career Development Program (FCDP)
The FCDP Call for proposals is up! Analysts, please pass the word to all Assistant Professors with Senate membership to take a look at our website at:
http://academicaffairs.ucsd.edu/aps/adeo/equal-opportunity-programs/fcdp.html

New Applicant Contributions to Diversity (C2D) URL:
The Applicant C2D statement instructions page has been updated and moved to the new Faculty Excellence and Diversity Web site at http://facultyexcellence.ucsd.edu/c2d/index.html. The URL has been programmed into the Recruit system under the "Application Materials" section. Departments may choose to omit the C2D URL in their advertisements.

Coming Soon for AY 2015/2016
- Recruitment Plans on Recruit ONLY: All recruitment plans will be submitted, reviewed and approved on AP Online Recruit-Search Plan. e-RP will no longer be used for recruitment plan submissions. **No more duplicate efforts!**
- Elimination of the Interim and Selection Report forms: All required reports will submitted, reviewed and approved directly on AP On-Line Recruit. Departments will also

be able to see where the reports are in the approval process. No more PDF forms for Interim or Selection Reports!

- Separate Recruitments for Tenure-Track and Tenured searches: Recruitments for "Assistant, Associate or Full Professor" ranks will be set up as two separate searches. One search will specify the "Assistant Professor" position and a separate search will specify the "Associate or Full Professor" position. Please note: other titles i.e. In Residence, Adjunct, Clinical, can be included with the Assistant Professor position. Separating Tenure-Track from Tenure applicant pools provides accurate availability data to the recruitment reviewers and clearer reporting to the campus and UCOP.
- Video Recruitment Training: Recorded video modules for recruitment transactions will provide quick step by step guidance to users in on demand.
- New e-Waiver Tool in development: Waiver processing will soon be added to AP On-Line Recruit. New UC system-wide guidelines may result in changes for waiver eligibility requirements and 50% appointments.
- Applicant Pool Dispositioning Required: More training to come.

National Women's History Month
The Office of Academic Diversity and Equal Opportunity recognizes and celebrates the contributions of women to events in history and contemporary society. To learn more about Women's History Month visit: http://womenshistorymonth.gov/

ADEO Newsletter Archive:
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ADEO & Academic Recruitment announcements for April 2015

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

2015-2016 Faculty Career Development Program (FCDP)
Thank you to all of our colleagues that helped get the word out to our esteemed faculty. **The call for FCDP proposals for 2015-2016 is has been extended until April 30, 2015.** We will also be working with the campus web office to streamline our application process for next year and reduce the likelihood of browser errors.

OADEO Training Needs Assessment Survey:
Thank you to everyone who partnered with us in assessing our training efforts and the current needs of our client base in regards to the AP-Online platform. The survey was open for three weeks and we received a great number of responses and feedback. Thank you for your partnership!

APOL-Recruit Training:
ADEO will be conducting another APOL-Recruit Training Thursday, May 14, 2015 at 1:30 pm to 4:30 pm. Spots are very limited!

To register:
Go to the UC Learning Center
In the sidebar search Academic Personnel
Sort by name and locate "**ACADEMIC PERSONNEL: AP ON-LINE RECRUIT TRAINING**"
Click Register on the lower right side

AP-Online User Roles:
Please be sure to contact your DSA when AP-Online access will no longer be needed or should be adjusted.

Communications Log:
Starting April 20, 2015 applicant logs will track when bulk notification e-mail has been sent out to applicants.

Status Tracking:
New color coded status boxes on the Details page of Recruit that show the next steps that can be taken during each recruitment.

Coming Soon for AY 2015/2016
- Recruitment Plans on Recruit **ONLY**: All recruitment plans will be submitted, reviewed and approved on AP Online Recruit-Search Plan. e-RP will no longer be used for recruitment plan submissions. **No more duplicate processes!**

- Elimination of the Interim and Selection Report forms: All required reports will submitted, reviewed and approved directly on AP On-Line Recruit. Departments will also be able to see where the reports are in the approval process. No more PDF forms for Interim or Selection Reports!

- Separate Recruitments for Tenure-Track and Tenured searches: Recruitments for "Assistant, Associate or Full Professor" ranks will be set up as two separate searches. One search will specify the "Assistant Professor" position and a separate search will specify the "Associate or Full Professor" position. **Please note:** other titles i.e. In Residence, Adjunct, Clinical, can be included with the Assistant Professor position. Separating Tenure-Track from Tenure applicant pools provides accurate availability data to the recruitment reviewers and clearer reporting to the campus and UCOP.

- Recruit recorded training tools
ADEO is producing training videos to provide on-demand demos and trainings for the academic recruitment process. Below are two examples. More to come! (Please note: These two training videos were produced by UCI prior to 2014 and may not show all of the current features.) This video shows new analysts how to create a Basic recruitment and configure it for online: "Creating a new Recruitment" (mp4 file)
- Check out this video/audio screencast to see how analysts mark applicants as Qualified or Unqualified in Recruit: Meets Basic Qualifications Training for UCI Analysts (mp4 file)

- New e-Waiver Tool in development: Waiver processing will soon be added to AP On-Line Recruit. New UC system-wide guidelines may result in changes for waiver eligibility requirements and 50% appointments.

Diversity Month
April is Celebrate Diversity Month, started in 2004 to recognize and honor the diversity surrounding us all. By celebrating differences and similarities during this month, organizers hope that people will get a deeper understanding of each other. To learn more Click Here

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ADEO & Academic Recruitment announcements for May 2015

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

2015-2016 Faculty Career Development Program (FCDP)
Thank you to all of our colleagues that helped get the word out to our esteemed faculty about the FCDP. The Academic Senate Committee on Diversity and Equity will meet on Friday May 22nd to decide on the recipients. Announcements will be made towards the end of June.

Future Changes:
Additional information on the following segments will be made available on the OADEO website with links and tutorials to prepare our audience. We are currently working to augment our site and resources.

Starting July 1st
- Recruitment Plans on Recruit **ONLY**: All recruitment plans will be submitted, reviewed and approved on AP Online Recruit-Search Plan starting July 1st. e-RP will no longer be used for recruitment plan submissions. **No more duplicate processes!**

- Elimination of the Interim and Selection Report forms: All required reports will submitted, reviewed and approved directly on AP On-Line Recruit starting July 1st. Departments will also be able to see where the reports are in the approval process. No more PDF forms for Interim or Selection Reports!

- More communication and training will be available from the ADEO team as we get closer to the new academic year.

More for AY 2015/2016

- Separate Recruitments for Tenure-Track and Tenured searches: Recruitments for "Assistant, Associate or Full Professor" ranks will be set up as two separate searches. One search will specify the "Assistant Professor" position and a separate search will specify the "Associate or Full Professor" position. **Please note:** other titles i.e. In Residence, Adjunct, Clinical, can be included with the Assistant Professor position. Separating Tenure-Track from Tenure applicant pools provides accurate availability data to the recruitment reviewers and clearer reporting to the campus and UCOP.

- Recruit recorded training tools
  ADEO is producing training videos to provide on-demand demos and trainings for the academic recruitment process. Below are two examples. More to come! (Please note: These two training videos were produced by UCI prior to 2014 and may not show all of the current features.) This video shows new analysts how to create a Basic recruitment and configure it for online: "Creating a new Recruitment" (mp4 file)
- Check out this video/audio screencast to see how analysts mark applicants as Qualified or Unqualified in Recruit: Meets Basic Qualifications Training for UCI Analysts (mp4 file)

- New e-Waiver Tool in development: Waiver processing will soon be added to AP On-Line Recruit. New UC system-wide guidelines may result in changes for waiver eligibility requirements and 50% appointments.

Asian-Pacific American Heritage and Older Americans Month
May is Asian-Pacific Heritage Month and Older American Month. The Office of Academic Diversity and Equal Opportunity recognizes and celebrates the contributions to history and to the UC San Diego community by these groups. To learn more about the history and meaning of celebrating these months please click on the links below.
http://asianpacificheritage.gov/about.html
http://www.acl.gov/NewsRoom/NewsInfo/Index.aspx

ADEO Newsletter Archive:
View the pdf versions of OADEO Newsletters at:
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ADEO & Academic Recruitment announcements for June 2015

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

2015-2016 Faculty Career Development Program (FCDP)
Thank you to all of our colleagues that helped get the word out to our esteemed faculty about the FCDP. Announcements have been made to all recipients and their departments and results will be posted on the FCDP site soon!

Effective July 1st— Academic Recruitment Process –PAPERLESS!
In preparation for the **2015-2016** academic year recruitment season, the Office of Academic Diversity and Equal Opportunity (OADEO) will continue to streamline academic recruitment administration while improving transparency, efficiency, and compliance. **Effective July 1, 2015,** academic recruitments will be completely paperless and the following changes will be in effect:

- Elimination of e-Recruitment Plan (e-RP) recruitment plans.
- Elimination of Interim Reports and Selection Reports.

Academic recruitment processes that are currently accomplished on AP On-line Recruit (Recruit) will continue, including the submission of Search Plans, Shortlist and Search Reports. The administrative functions of Reviewing, Endorsing, Approving, and the Signature Authority will now be conducted electronically on Recruit.

These changes will automatically take place on July 1, 2015 and do not require any additional action on your part. Additional communication regarding changes and role-specific instructions will be emailed to individuals with Recruit access prior to July 1st. To get Recruit access, contact your DSA.

More for AY 2015/2016
- AP On-Line Training:
  - A new training date has not yet been confirmed but it is in the process of being scheduled, however, some training videos will be made available on the ADEO website.
    academicaffairs.ucsd.edu/aps/adeo/recruitment/System-Training.html
- Recruitment Waivers:
  - Will remain on the E-Waiver system until they are built into APOL-Recruit
- APOL-Recruit System Update:
  - Departments will soon be able to view which recruitments have resulted in a hire and will be able to more easily keep track of their dispositioning activity.
- Recordkeeping:
  - UC San Diego's record retention policy is five years. However, our current OFCCP audit encompasses records from the previous five years. Departments need to retain all recruitment records for any hiring actions that have occurred after 2009.   Do not destroy until further notice by OADEO.

Asian-Pacific American Heritage and Older Americans Month
June is LGBT Pride month which celebrates the impact on local, national, and international history and culture by the LGBT+ community. To learn more about LGBT Pride Month please visit:
http://www.loc.gov/lgbt/about.html

ADEO Newsletter Archive:
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ADEO & Academic Recruitment Updates for July 2015

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

Academic Recruitment Process –PAPERLESS!
With thanks to our early adopters and field testers the Office of Academic Diversity and Equal Opportunity (OADEO) is proud to announce the rollout of a single campus wide paperless recruitment process! This will continue to streamline academic recruitment administration while improving transparency, efficiency, and compliance and as we begin the 2015-2016 recruitment season; we are now One Campus, using One Process, and utilizing One System:
- Elimination of e-Recruitment Plan (e-RP) recruitment plans.
- Elimination of Interim Reports and Selection Reports.

Academic recruitment processes that are currently transacted on AP On-line Recruit (Recruit) will continue, including the submission of Search Plans, Shortlist and Search Reports. The administrative functions of Reviewing, Endorsing, Approving, and the Signature Authority will now be conducted electronically on Recruit.

Additional communications regarding changes and role-specific instructions have been emailed to individuals with Recruit access prior to July 1st and are also available at http://academicaffairs.ucsd.edu/_files/aps/adeo/Paperless%20Process%20Highlights.pdf. For Recruit access please contact your DSA.

Tenure-Track and Tenured Searches
As discussed throughout the academic year, recruitments for "Assistant, Associate or Full Professor" ranks will now be set up as two separate search profiles. One will specify the "Assistant Professor" position and the other will specify "Associate or Full Professor." This separation will ensure search committees are provided with data which accurately reflects diversity availability; this also allows complete reporting to UC Office of the President and other outside agencies. For additional information, go to http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html

More for AY 2015/2016
- AP On-Line Training:
  - Training videos are now available on the System Training Page http://academicaffairs.ucsd.edu/aps/adeo/recruitment/System-Training.html. In person training dates are to be determined. You are encouraged to refer to the training videos in the interim.
  - The updated 2015-2016 UCSD APOL-Recruit Training manual is available on the OADEO site at http://academicaffairs.ucsd.edu/aps/adeo/recruitment/system-training.html.
  - Search Plans on Recruit have been updated with additional sections. The Qualifications (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#qualifications) and Selection Criteria (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#selection_process) section must be completed and submitted in the Search Plan for timely review and approval.
- Recordkeeping:
  - Although UC San Diego's record retention policy states that files must be kept for five years, departments are hereby instructed to retain all recruitment records for any hiring actions that have occurred after 2009. This is due to our current OFCCP audit which encompasses records from the previous five years. **Please do not destroy any hiring related documents until further notice by OADEO.**

July is a month of Independence
This year, July 26th marks the 25th anniversary of the Americans with Disabilities Act which guarantees certain rights — and increased independence — to our compatriots with physical and intellectual disabilities. OADEO recognizes and celebrates the contributions to history and to the UC San Diego community by individuals with disabilities.
Click here to learn more!

ADEO Newsletter Archive:
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ADEO & Academic Recruitment Updates for August 2015

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

Academic Recruitment Updates: To better serve our UC San Diego users the OADEO team will be visiting different parts of the UC San Diego campus to give a 2-hour info session on the new changes to the academic recruitment process that went into effect on July 1, 2015. These sessions are for existing and experienced Recruit users and will not go into minute detail of the entire faculty recruitment process; the comprehensive Recruit training for new users is being scheduled for the fall. Registration for each training is first come first serve and each of these sessions will have the same content presented by OADEO. To register please log into the UC Learning Center via blink and search "Academic Recruitment Updates 2015"

Department	Date	Time	Location
~~Health Sciences~~	~~Friday 8/28/2015~~	~~10am-12pm~~	~~Conference Room 704 at 1450 Frazee Road.~~
~~Social Sciences~~	~~Wed 09/02/2015~~	~~10am-12pm~~	~~Social Science Building 107~~
~~Biological Sciences~~	~~Wed 9/9/2015~~	~~10am-12pm~~	~~Natural Science Building 6203~~
Physical Sciences	Monday 09/14/201	1pm-3pm	3203 Natural Science Building
JSOE	Monday 09/21/2015	2pm-4pm	7307 Jacobs Hall /Engineering Building Unit I (EBU1)
Arts & Humanities	Wed 9/30/2015	10am-12pm	Literature Building 410

Search Committee Manual 2015-2016
Every year OADEO reviews and publishes a new search committee recruitment manual, and distributes it to every search committee per recruitment, in order to provide the most up to date best practices for providing fair and equitable opportunities to applicants and for meeting compliance standards. All individuals involved in the Search Committee and Selection process (Committee Chairs, Reviewers, Additional Chairs, Additional Reviewers etc.) should read the 2015-2016 Search Committee Manual found on our website at:
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html

Tenure-Track and Tenured Searches
As discussed throughout the academic year, recruitments for "Assistant, Associate or Full Professor" ranks will now be set up as two separate search profiles. One will specify the "Assistant Professor" position and the other will specify "Associate or Full Professor." This separation will ensure search committees are provided with data which accurately reflects diversity availability, and that applicants are evaluated among peers with the same level of experience; this also allows for complete reporting to UC Office of the President. For additional information, go to
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html

More for AY 2015/2016
AP On-Line Training:
- Our comprehensive fall training has been scheduled for Friday October 30, 2015! Space is limited and a first come first serve basis. Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center and register.
    o Please use the SYSTEM TRAINING PAGE on our website for a quick reference to the system in the interim.
Recruitment Waivers
- Please take some time to review the guideline for Academic Recruitment Waivers so we can work together to ensure fair and equitable recruitment processes: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html
Recordkeeping:
- Due to our current OFCCP audit which encompasses records from the previous five years **please do not destroy any hiring related documents since 2009 until further notice by OADEO.**

Celebrating Equality

August 26 marked the 95th anniversary of the certification of the 19th amendment in 1920 which gave women the right to vote. The Office of Academic Diversity and Equal Opportunity recognizes and celebrates this momentous marker in history. To learn more click the link! https://www.nwhm.org/blog/celebrate-equality-day/

ADEO Newsletter Archive:

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ADEO & Academic Recruitment Updates for September 2015

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

Academic Recruitment Updates: The OADEO team will continue visiting UC San Diego departments to give a 2-hour info session on the new changes to the academic recruitment process that went into effect on July 1, 2015. These sessions are for experienced Recruit users and will not go into minute detail of the recruitment process and each of these sessions will have the same content presented by OADEO. To register please log into the UC Learning Center via blink and search "Academic Recruitment Updates 2015"

Department	Date	Time	Location
~~Health Sciences~~	~~Friday 8/28/2015~~	~~10am-12pm~~	~~Conference Room 704 at 1450 Frazee Road.~~
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~~Physical Sciences~~	~~Monday 09/14/201~~	~~1pm-3pm~~	~~3203 Natural Science Building~~
~~JSOE~~	~~Monday 09/21/2015~~	~~2pm-4pm~~	~~7307~~ Jacobs Hall /Engineering Building Unit I (EBU1)
Arts & Humanities	Wed 9/30/2015	10am-12pm	Literature Building 410

Academic Personnel: Academic Recruitment Training!

- ADEO will be conducting a comprehensive training for the new academic recruitment process on **Friday October 30, 2015 with limited space!** Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center to register.
  - CHANGE IN LOCATION: Applied Physics and Mathematics Building (Click for map) Room 6402, Halkin Room
  - Please use the SYSTEM TRAINING PAGE on our website for a quick reference to the system in the interim.

Diversity Advertising:

As of September 1, 2015 **all UCSD faculty job postings** are, once again, being **posted to America's Job Exchange (AJE)**. UCOP has contracted with AJE to provide system-wide OFCCP compliant diversity outreach targeting veterans, individuals with disabilities and underrepresented minorities. For more information about AJE go to http://www.americasjobexchange.com/about-us Please add AJE as an outreach effort for all academic recruitments in APOL-Recruit.

Recruitments

Recruit can now scope Search Reports to review periods, allowing you to record which applicants were evaluated before proposing a hire or closing a recruitment. In the future, this will allow us in to require disposition reasons for all applicants completed in the selected review period.

Basic Qualifications-Everybody Needs One:

Qualifications are objective, non-comparative, relevant, and verifiable criteria that are advertised to applicants and used to move applicants into the qualified pool for consideration by the Search Committee. For more information on Basic Qualifications, go to https://apolrecruit.ucsd.edu/analyst/help/manage_recruitments#qualifications

What's Your Recruitment Type?

Faculty recruitments come in two types: Open/Close/Final or Open Until Filled (IRD). Open/Close/Final type is best for a one-time search that will complete when the vacant spot(s) are successfully filled. Open Until filled (IRD) type is for long-running searches in which pools of applicants are gathered and evaluated at different times. Both types have stated application deadlines and neither can exceed 365 days. For more information on types of recruitments go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird.

Search Committee Manual 2015-2016

Every year OADEO reviews and publishes a new search committee recruitment manual, and distributes it to every search committee per recruitment. All individuals involved in the Search Committee and Selection process (Committee Chairs, Reviewers, Additional Chairs, Additional Reviewers etc.) are encouraged to read the 2015-2016 Search Committee Manual found on our website at: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html

More for AY 2015/2016
Recruitment Waivers
- Please take some time to review the guideline for Academic Recruitment Waivers so we can work together to ensure fair and equitable recruitment processes. http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html
Recordkeeping:
- Due to our current OFCCP audit which encompasses records from the previous five years **please do not destroy any hiring related documents since 2009 until further notice by OADEO.**
ADEO Audit
- We are in the beginning stages of conducting an audit of all recruitments currently on Recruit to ensure that all completed searches are accordingly marked and inactive. Please update your searches to the most current status, including dispositions and initial search outcomes.

Month of Diversity:
September marks Hispanic Heritage Month, spanning from 09/15 through 10/15, in which eight different Latin American countries celebrate their independence. September also marks many Jewish holidays such as Yom Kippur and Rosh Hashanah. OADEO recognizes and celebrates the contributions to history and the UCSD community by these people groups. To learn more please click the links! http://www.hispanicheritagemonth.org/ https://www.hebcal.com/holidays/2015-2016

ADEO Newsletter Archive:
View the pdf versions of 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, subject line "ADEO & Academic Recruitment announcements"

ADEO & Academic Recruitment Updates for October 2015

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

Academic Recruitment Updates Training Completed

Thank you to everyone who attended the Academic Recruitment Update informational sessions. We had a great time visiting the different departments and getting a chance to see the dedicated staff we communicate with on a daily basis. We visited **six departments over six weeks, conducted over 12 hours of training, and reached 91 staff members!** If you were not able to make it to one of these info sessions, we will be holding a comprehensive Academic Personnel: Academic Recruitment Training.

AP Recruitment Training-October 30, 2015, 1-4pm

- ADEO will be conducting a comprehensive training for the new academic recruitment process on **Friday October 30, 2015 from 1-4pm in the** Applied Physics and Mathematics Building (Click for map) **Room 6402, Halkin Room.** Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center to register.
    - Please use the SYSTEM TRAINING PAGE on our website for a quick reference to the system in the interim.

What's Your Recruitment Type?

Faculty recruitments come in two types: Open/Close/Final or Open Until Filled (IRD). Open/Close/Final type is best for a one-time search that will complete when the vacant spot(s) are successfully filled. Open Until filled (IRD) type is for long-running searches in which pools of applicants are gathered and evaluated at different times. Both types have stated application deadlines and neither can exceed 365 days. For more information on types of recruitments go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird.

Diversity Advertising:

- As of September 1, 2015 **all UCSD faculty job postings** are, once again, being **posted to America's Job Exchange (AJE)**. UCOP has contracted with AJE to provide system-wide OFCCP compliant diversity outreach targeting veterans, individuals with disabilities and underrepresented minorities.
    - For more information about AJE go to http://www.americasjobexchange.com/about-us
    - Please add AJE as an outreach effort for all academic recruitments in APOL-Recruit.
- **Don't forget!** The advertising resources spreadsheet is available on the ADEO website and lists **over 550 outreach organizations** through which the department may advertise open positions.
    - Please note: these resources are not paid for by AP and the advertisement cost must be covered by the department.
- Please review the other outreach resources and tips under the Strategize drawer in the Outreach section of the Recruitment Procedures page of the OADEO website:
  http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html

Basic Qualifications:

Qualifications are objective, non-comparative, relevant, and verifiable criteria that are advertised to applicants and used to move applicants into the qualified pool for consideration by the Search Committee. For more information on Basic Qualifications, go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#qualifications

Applicant References

Please review the more closely defined guidelines for how requiring a Letter of Reference affects a recruitment under the Optional Faculty Advertisement Components drawer in the page linked below.
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html

Disposition Statements

Please read the guidelines for proper selection and de-selection (aka disposition) statements that should be included for all shortlisted applicants in the APOL-Recruit system.
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/eval-app.html

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Recordkeeping:
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- Annual Recruit Records Audit
  In November, ADEO will be auditing previous AY recruitments for activity and completion. Please update the status of your recruitments by logging into Recruit, entering the most recent status of applicants and inactivating closed searches. Directions on how to disposition and close searches on Recruit are located at the following links:
  - Manage the applications, Update applicant status
    - https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
  - Initial Search Outcome
    - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#initial_search_outcome
  - What to do when a search is complete
    - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate

National Disability Employment Awareness Month
Held each October, National Disability Employment Awareness Month (NDEAM) is a time to celebrate the many and varied contributions of America's workers with disabilities. The theme for this year — which marks 70 years since the first observance — is "My Disability is One Part of Who I Am." ADEO gladly celebrates the
http://fanhs-national.org/filam/about/

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

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ADEO is auditing previous AY recruitments for activity and completion; analysts will be contacted to provide an update on the recruitment status and asked to update or inactivate. Please update the status of your recruitments by logging into Recruit, entering the most recent status of applicants and inactivating closed searches. Directions on how to disposition and close searches on Recruit are located at the following links:

- Manage the applications, Update applicant status
  - https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
- Initial Search Outcome
  - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#initial_search_outcome
- What to do when a search is complete
  - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate

NEW FAQ PAGE

OADEO has recognized a need from various departments across campus for similar information regarding faculty recruitment and the APOL-Recruit system. Considering wide breadth of information housed on our website regarding these topics, we're compiling a list addressing the most commonly asked-about issues in a short answer format with links to pages within our site that expand upon the information. We plan on launching this page soon!

Split Appointments:

The APOL-Recruit team has just released a new feature on APOL-Recruit that allows the analyst to input multiple departments for a "split appointment" when creating a Search Report for the Proposed Candidate. The radio buttons and fields are quite easy to use but we are in the process of updating our training materials and APOL-Recruit manual to reflect this much-needed enhancement. Please contact us as adeo@ucsd.edu if help is needed before the trainings can be updated. Thank you for working with us!

Faculty Career Development Program AY 2016-2017

Every year the Executive Vice Chancellor of Academic Affairs implements the FCDP to support our junior faculty in their effort for advancement to a tenured level. The call for applications for the FCDP will begin January 2016!

APOL-Recruit Enhancements

It has come to our attention that a number of enhancements and modifications to the APOL-Recruit system have gone live without advanced notice to our users. While APOL-Recruit is a system in development across all UC campuses our OADEO team does their very best to notify our UC San Diego users of any modifications that directly affect their use of the system. We apologize for any oversight and will continue to strive for more advanced notice of significant changes to the system. Please see the APOL-Recruit News Page for more frequent updates. https://apol-recruit.ucsd.edu/analyst

Rankings Report of Contributions to Diversity Statements

Under direction of the EVC, Suresh Subramani, evaluation of the Contributions to Diversity Statement will continue to be a part of the academic recruitment process for UC San Diego. Please click the link to our Evaluating Applications in Recruit page on the ADEO website for instructions on how to implement this in our paperless process. http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/eval-app.html

Tenured/Non-Tenured Searches and Joint Advertisements

At the start of AY 15-16 ADEO announced that, in order to better meet open search compliance standards, Tenure-track and Tenured searches must have separate search profiles on APOL-Recruit. To clarify, while the recruitment needs separate entries on the Recruit system, **there can be a single ad with separate URLs,** one pointing to the tenure track position and another pointing to the tenured position, this is referred to as a **"joint ad."** Please view the rest of our **guide to faculty recruitment profiles and advertisements here:** http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html http://academicaffairs.ucsd.edu/sso/aps/adeo/Recruitment_Plans_101.mp4 (SSO protected)

Appointing a Search Committee

While department chairs may serve as a search committee member, they are asked to refrain from serving as a search committee chair for a departmental search. Please view our guidelines and preparation tips for search committees here: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html

Applicant Visibility

Applicants with incomplete applications are not visible by any individual involved with the evaluation of applicants or approval of the reports associated with the recruitment. Solely the analyst and the Faculty Equity Advisor can view these applications; this is to prevent biased evaluation of other applicants and streamline the selection process. Please see page 40 of the Recruit Manual for more info
http://academicaffairs.ucsd.edu/_files/aps/adeo/RecruitHelpManual.pdf

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    o For more information about AJE go to http://www.americasjobexchange.com/about-us
    o Please add AJE as an outreach effort for all academic recruitments in APOL-Recruit.
- Please review the other outreach resources and tips under the Strategize drawer in the Outreach section of the Recruitment Procedures page of the OADEO website:
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html
- As a HERC member benefit, UC San Diego may now receive **a discounted rate from the Chronicle of Higher Education** and ChronicalVitae. http://bit.ly/1HuJdhu

Recordkeeping:

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Native American Heritage Month

The UC San Diego Office of Academic Diversity and Equal Opportunity recognizes and celebrates the rich culture and history of the First Nations people and their contributions to the establishment and growth of the U.S. To learn more about Native American Heritage Month please click the link. http://nativeamericanheritagemonth.gov/

Veterans Day

OADEO recognizes and thanks our veterans for their sacrifice and commitment to the common good and safety of our Nation. To learn more about the history and significance of Veterans Day please click the link
http://www.va.gov/opa/vetsday/vetdayhistory.asp

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