ADEO & Academic Recruitment announcements for January 2017

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

Why are tenured title appointments different?
Because tenured positions have distinct conditions of employment. Qualifications, compensation and security of employment for tenured titles are significantly different from non-tenured titles.

Why are tenured title searches separated?
Recruitments for tenured titles (ex.: Assoc/Full Professor, LSOE) are separate from all other academic titles (ex.: Asst, Adjunct, Clin, Clin X, Lecturer etc.) because:
- Benchmark availability data is different for tenured vs. non-tenured titles.
- Comparisons of like candidates is needed for accurate data on applicant pools and recruitment outcomes.
- Applicants need to self-select for tenured and non-tenured positions = NO STEERING.

For a full list of tenured titles, go to https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes .

Approved Ad Text
As of 9/15/16, when using Recruit, the Description field text no longer needs to include:
• Application deadlines
• Application materials
• References
For full explanation, go to http://academicaffairs.ucsd.edu/_files/aps/adeo/AdTextChangeAnnounce.pdf .

No "Soft Offer" Status
Recently, two new applicant statuses were added to Recruit- "Soft offer extended" and "Declined soft offer". These statuses are not needed for applicant dispositioning at UCSD. All other disposition statuses meet the requirement for compliance and are part of UCSD's stated academic recruitment process.

Recruiting for and International Faculty and Scholars
Which publications "count" for visa applications? What's the difference between "Visa" and "Status"? How do I process visas for international faculty and scholars? For answers to these questions and more, go to the International Center http://ifso.ucsd.edu/ .

Recruiting Toolkit
Coach your hiring committee into recruiters with great tips from this webinar https://vimeo.com/149317732 .
More HERC webinars on demand at http://www.hercjobs.org/member_resources/Webinars/#webinars_on_demand .

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for Jan 2017".

ADEO & Academic Recruitment announcements for February 2017

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

Required Components Updated!
To see the updated version, go to
https://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html.

Basic Qualifications
The first step in reviewing applications in APOL *Recruit* is selecting applicants that meet basic qualifications. Basic Qualifications refers to whether the applicant is qualified to apply for the position or not, based on objective predetermined criteria (such as having a PhD with a required specialty). The Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) defines Basic Qualifications:

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.*

Applicants who do not meet basic qualifications are excluded from the applicant pool data set and the Diversity Analysis Report.

Recruit Analyst audit – deadline 2/24/17
Deadline for responding to the Recruit Analyst audit is 2/24/17. ADEO will be updating current users and removing inactive users from Recruit. For questions about this audit, contact Jennifer Park, Jennifer@ucsd.edu.

No Committee Chair Survey
Please disregard the "Committee Chair survey banner" and link which is now visible on Recruit. At this time, this survey is not used as part of UCSD's academic recruitment process.

Approved Ad Text
The Search Plan ad text process has been streamlined to decrease the amount of information entered by the department analyst, decrease Search Plans errors, and improve the usability of the Recruit system. As of 9/15/16, when using Recruit, the Description field text is optional. If you opt to include this information in your ad text, please assure the text and the description fields match exactly. Mismatched information will result in search plans being returned for correction and may delay approval of your recruitment. Optional ad text includes:
• Application deadlines
• Application materials
• References

For full explanation, go to
http://academicaffairs.ucsd.edu/_files/aps/adeo/AdTextChangeAnnounce.pdf .

Recordkeeping from Proposed to Hired-Search Conclusion Updates on Recruit

To help analysts ensure that all applicant statuses have the final statuses, Recruit has a **proposed candidates panel**. This panel displays all proposed candidates and beyond, and will indicate whether or not further action is needed.

🟠 **Proposed candidates**

These applicants have been put forward as potential hires, and should reacl to make offer, or Withdrawn after proposed candidate.

Applicant	Application Status
🟠 Rachel Gloom	Proposed candidate ❓
✅ Normal Al Jankovich	Hired ❓

When updating an applicant's status to hired, analysts must now add an **appointment start date** and **employee ID**. This will ensure that all necessary information is present in the recruitment before it can be concluded.

🔵 **Hired:** Applicant entered in payroll system in searched title

⚪ **Withdrawn:** Applicant has withdrawn themselves from consideration

⚪ **Campus declined to make offer:** Campus has declined to make a formal offer of employme proposed candidate

Need to choose a status not listed here? Show all statuses

Hire details

* Appointment start date		* Employee ID
Feb 9, 2017	📅	8675309

HERC Webinar: webinar on Thursday, March 9 2017, 10 PT/11 MT/12 CT/1 .
Learn how integrated HR/diversity practices can create a competitive talent strategy that transforms the institution and creates an inclusive, high-performing workplace. Register https://attendee.gotowebinar.com/register/2607552677912205569 . More HERC webinars on demand at http://www.hercjobs.org/member_resources/Webinars/ .

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for February 2017."

ADEO & Academic Recruitment announcements for March 2017

Abbreviated approvals for Unit
Unit 18 lecturer recruitments now have an abbreviated approval workflow to expedite the recruitment process: Dept. Chair, Diversity Office, Deans Analyst (optional), Dean.

Search Conclusions effective now!
Mark recruitments as concluded to signal that you're done with them. Conclusion is the new "inactive", letting you note how the recruitment ended so that your history and year-end reports can reflect the outcome.
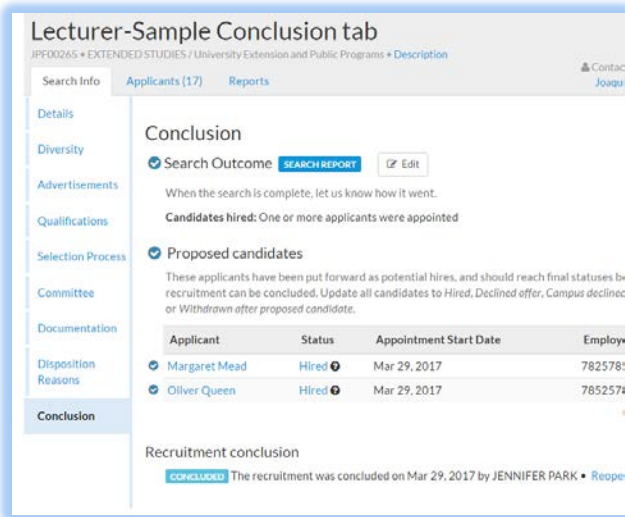
Go to the new "Conclusion" tab and mark an outcome. The application will guide you through the steps you need to make sure you've got the right outcome, and then you can conclude the recruitment.

Concluded recruitments can also be sorted by outcome in the new "Search Status" column.

Changes coming to ADEO in AY 2017-2018
ADEO will unveil changes and enhanced services to better assist the campus. Coming soon:
    Team restructuring
    Comprehensive talent acquisition consulting
    Enhanced "Just in Time" training…Stay tuned.

Welcome to Sarah Clark
ADEO's newest team member is Sarah Clark, Academic Personnel Analyst in ADEO. Sarah has extensive experience in recruitment, government contracting, OFCCP compliance and Affirmative Action reporting. Sarah will train and integrate into current campus processes. She can be reached at s2clark@ucsd.edu, x60490.

HERC Webinar: Reclaiming Civility in the Workplace: Incivility in the workplace is a serious problem costing organizations $14,000 per employee due to lost productivity and work time. Learn how to improve civility in the areas of hiring and HR administration.
Thursday, April 27 2017, 10 PT/11 MT/12 CT/1 ET. REGISTER
More HERC webinars on demand at http://www.hercjobs.org/member_resources/Webinars/ .

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for March 2017."

ADEO & Academic Recruitment announcements for April 2017

AP Recruitment Training; May 24 and 25, 2017, 9:30am-11:30am, Seuss Room
ADEO will be conducting an Academic Personnel: Academic Recruitment training on May 24 and 25, 2017 in the **Seuss Room at the Geisel Library**. This class will provide Recruitment 101 content with foundational instruction on academic recruitment, recruitment advertising, the UC San Diego Academic Recruitment Process, and introductory/intermediate skills utilizing the APOL-Recruit System. The intended audiences for this class are those individuals who are at the Beginner/Intermediate skill level with any of the covered topics, also includes:

Staff seeking a certificate for the Academic Personnel series must register and attend both 2-hour sessions
Staff seeking a refresher on the covered topics may register for whichever course they choose.
To register:
- Navigate to the UC Learning Center via Blink and log in using SSO https://a4.ucsd.edu/tritON/Authn/UserPassword
- Search "Academic Personnel: Academic Recruitment"
- Select and register for Part 1 or Part 2 as needed Class

Recruitments: Search Conclusions
You can now filter your recruitment grid by conclusion, enabling you to find those recruitments you still need to finish up, or to revisit the ones you've concluded already. This should be especially helpful when you're finishing out an academic year and searching for those recruitments that should be reported on. You can also set the filter to show you only the inactive recruitments, and then move all those to a proper conclusion.

ADEO Changes coming to ADEO in AY 2017-2018
ADEO will unveil changes and enhanced services to better assist the campus. Coming soon:
- Team restructuring
- Comprehensive talent acquisition consulting
- Enhanced "Just in Time" training…Stay tuned!

HERC Webinar:
Search Advocates – Promoting Diversity and Mitigating Bias on University Search Committees
Thu, May 18, 2017 10:00 AM - 11:00 AM PDT. Register at https://attendee.gotowebinar.com/register/6115171792778539778 .

Search Advocates – Promoting Diversity and Mitigating Bias on University Search Committees Oregon State University Search Advocates are outside committee members trained to enhance diversity, validity, and equity on university searches. Search Advocates complete an initial workshop series addressing current research, theory, and practical strategies for working with search committees from position development through integration of the new hire. They are prepared to help committee members test their thinking, identify and address complex process concerns, understand and promote diversity, and anticipate/address potential bias risks.
- Why did the university develop this model, and how does it work?
- How much impact have Search Advocates had at OSU, and what factors can increase their impact?
- What should you consider when starting a similar program?

The OSU Search Advocate Program was profiled in the cover article of the 9/11/16 edition of the Chronicle of Higher Education: "How to Do a Better Job of Searching for Diversity."

Laying the Foundation for a Diverse and Inclusive Higher Ed Workforce
Thu, May 25, 2017 10:00 AM - 11:00 AM PDT. Register at https://attendee.gotowebinar.com/register/7906238851675677698 .
Kansas State University embraces diversity and promotes inclusion in every sector of the institution and has received the prestigious Higher Education Excellence in Diversity (HEED) award from Insight Into Diversity

magazine for the past three years. Multicultural students account for 15 percent of the student population–a university record and continuing trend.

Roberta Maldonado Franzen, Director of Talent Acquisition at Kansas State University shares insights from an institution that is actively involved in the recruitment and retention of a highly talented, diverse workforce as well as promoting a welcoming and inclusive environment. Learn how to implement these strategies on your campus via effective and powerful recruitment and onboarding programs.

 At the end of this session, attendees will:

- Understand how to showcase diversity through institutional branding and social media.
- Source metrics for best diversity hiring practices.
- Understand how to encompass diversity and inclusion principles in the candidate-to-new hire process.

For more HERC webinars on demand, tohttp://www.hercjobs.org/member_resources/Webinars/

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

ADEO & Academic Recruitment announcements for May 2017

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

Waivers

Conducting full searches for academic appointments supports the University of California in complying with federal and state laws and advancing our commitment to diversity. In **rare circumstances**, and on a **case-by-case basis**, the requirement of conducting an open search prior to review for appointment may be waived. This process should be the exception and not the rule. We are noticing a trend of waivers to open recruitments being submitted more and more frequently; this should not be the first option to appoint academics. For a full explanation of waiver guidelines go to https://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html .

Unit 18 Search Plans

The Search Plan process for Unit 18 lecturer recruitments is abbreviated to accommodate bargaining unit guidelines. All applicants for Unit 18 recruitments use a "Contributions to Diversity (C2D) Description". Unit 18 searches can remain "Open Until Filled" with quarterly review dates for a full year. Departments do not need to conduct their own outreach and advertising, ADEO has got you covered. The stated Selection Criteria and Process can be shorter than a standard recruitment.

Search Plan

- ☐ "Open until filled"
- ☐ Contributions to Diversity Description
- ☐ Minimum quarterly review dates
- ☐ Minimum ad posting (ADEO posts)
- ☐ Shorter selection plan

What's in a Name?

Did you know OADEO reviewed 1,137 Search Plans, Shortlist and Search Reports during AY16-17? ADEO also produces the Affirmative Action Report and Affirmative Action plan for the entire academic workforce every year. And we can help you with recruiting and compliance, even before you submit a Search Plan. Don't let the name fool you-we are your recruitment resource.

Recruit Post Audit AY 15-16

ADEO is conducting an internal post audit on all AY 15-16 recruitments. Legacy searches and stale submitted and pending reports from AY 15-16 will be inactivated. While this cleanup is happening, some submitters may receive automated "approval" notifications. ADEO will also be sending out requests for missing or "not matching" information in Recruit, which is needed in order to complete the documentation and conclude these stale recruitments. For more information, contact Sarah Clark at s2clark@ucsd.edu .

Disposition Reasons vs. Comments: What's the difference?

All qualified applicants with a "Complete" status need a **Disposition Reason**. In addition to the reason, all applicants with any status beyond "Complete" also need a **Disposition Comment**-a more detailed explanation citing specific reasons, factors, and criteria for why the candidate is being Proposed, or not. The further the applicants' status, the longer and more specific the disposition comment must be. Brief and general comments such as "Not impressed by interview", "Top candidate", "Good job talk", or "Interview showed deficiencies" will require more description from your search committee. For more information, see https://apol recruit.ucsd.edu/analyst/help/manage_applications#about_statuses.

Email typos-Where do they go?

Typos: everybody makes them. While most of the time they are inconsequential, they are a problem when it comes to an applicant or a reference's contact info, causing emails from Recruit to go nowhere. To help with this problem, Recruit has a new feature. When an odd email domain, such as *hutmail.com* or *gmel.co* is entered, **Recruit will display an email suggestion alert** to the user to point out the possible mistake.

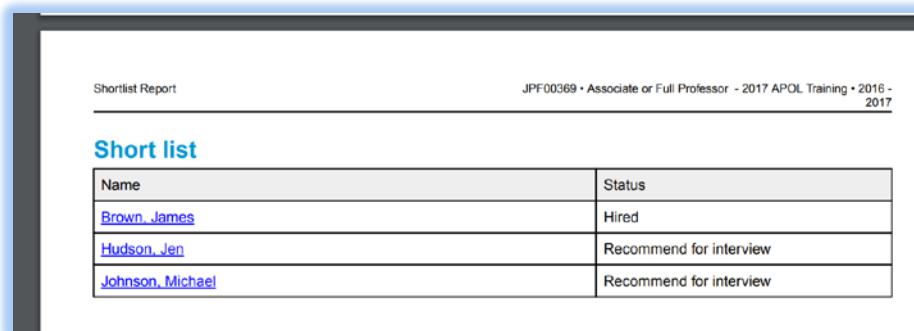# ADEO & Academic Recruitment Updates for June 2017

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

Approvers Reviewing Shortlists - Click the link!

Approvers reviewing shortlist reports can see the full CV's and committee notes (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#approvers).
Here's how: Open the Shortlist Report; click the "**Download Report" button;** opens a PDF of the report. Scroll down the PDF to the Short list (sample below)

Shortlist Report	JPF00369 • Associate or Full Professor - 2017 APOL Training • 2016 - 2017

Short list

| Name	Status
Brown, James	Hired
Hudson, Jen	Recommend for interview
Johnson, Michael	Recommend for interview

Click the blue highlighted names - they are links to view full CV's and application documents.

What's in a name? ADEO aka "Recruitment Compliance Ally"

OADEO
Opportunity
Office
ADEO
Diversity
Equal
Academic

Compliance happens, before during and after recruitment. Don't wait… anticipate, ameliorate and mitigate recruitment compliance. ADEO supports your compliance efforts with solution, advice and support. ADEO also defends UCSD's academic recruitment process to external agencies like the OFCCP. We are on your side! Contact the recruitment compliance experts at adeo@ucsd.edu.

Dispositioning
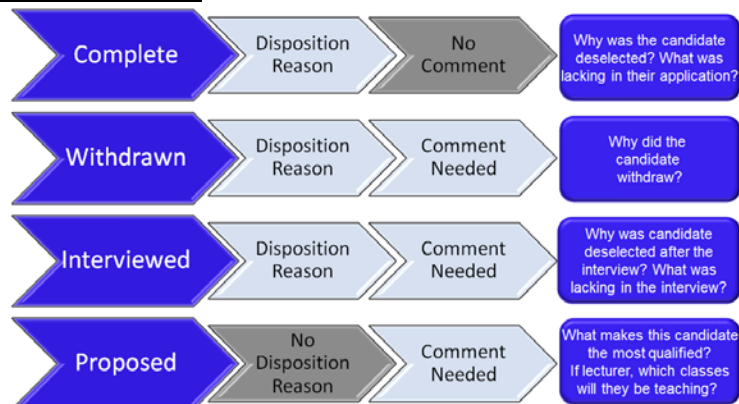
One of the most frequent recordkeeping errors is missing or incomplete dispositioning. To make it easy, ADEO has created a simple matrix to follow (see the table on the left).

At the Shortlist Report, everyone **except shortlisted candidates** needs a disposition reason or comment.

By the Search Report, everyone **except the proposed candidate(s)** needs a disposition reason and or a comment.
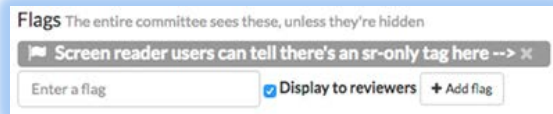
Recruit Analyst Audit-deadline July 20, 2017

Recruit houses sensitive and confidential information and only those who are authorized need access. ADEO is conducting an annual audit of users and access to Recruit. Please go to the current listing of Recruit Analysts at https://apol-recruit.ucsd.edu/analyst/help/current_analysts, review for your department or division and notify ADEO to confirm or correct the listed analysts by emailing adeo@ucsd.edu by **July 20, 2017.**

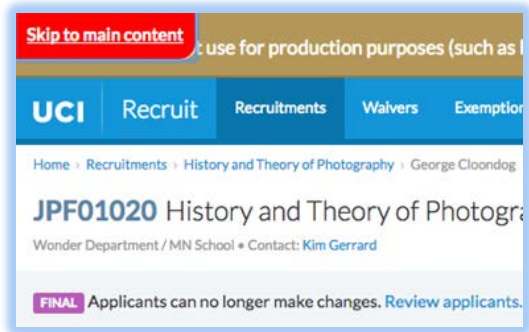## Recruit Enhancement – Accessibility for Administrators

Analysts, committee chairs and editors who use screen reader technology can use sr-only tags as user-created flags on the applicant page. This will make it easier for screen reader-using analysts, chairs, and editors to know how to delete a user-created flag.

For users who navigate the site by keyboard, skip navigation links are now added to all pages. On the first click of the TAB key, a hidden link marked 'skip navigation' will appear. Clicking this link will take users directly to the main content of the page.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for June 2017."

ADEO & Academic Recruitment announcements for July 2017
The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

2015-2016 Recruitment Audit due August 10, 2017
ADEO has released follow-up reminders about the recruitment audit. Thank you to everyone who already completed their recruitments. Due date for completion is August 10, 2017. Please contact ADEO@ucsd.edu for questions.

Concluding Recruitments
Once a search is canceled, failed, or there is an employee ID number, the department can conclude the recruitment. Below is how to conclude the recruitment in simple steps:
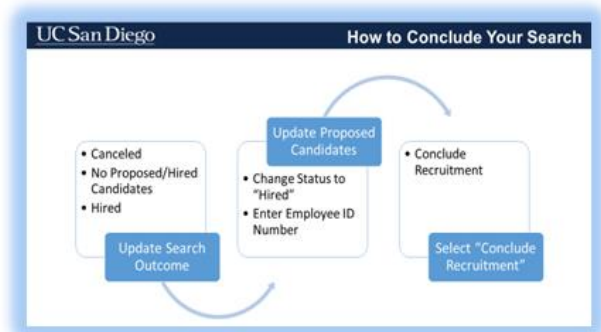
Unit 18 Lecturer Length of Appointments
Did you know the initial appointment for unit 18 lecturers can be up to 2 years? Departments must clearly state the length of the lecturer appointment in the description text of the recruitment.
Only those individuals applying to these 2-year lecturer recruitments are eligible for consideration; no grandfathering. To find out more about unit 18 appointment please go to: http://bit.ly/2weXxq0.

Panorama Project for Recruit
Panorama is a Recruit design project to improve UI and reporting functionality. During this project, users will see frequent changes to grid filtering, column sorting and how filters are displayed on the recruitments grid.
One of the first noticeable changes: **Updates to grid filters or columns are now live updating** with no page reload, which means a smoother, snappier experience when using Recruit grids.
Coming soon: An **updated grid filter UI** that will be a big visual change to the applicant grid.

Updated on Recruit NOW:
△ Extend the 72-hour "Access your application" link to a 7-day window http://bit.ly/2ud9dbl
△ Updated decline reasons - http://bit.ly/2ud9dbl
△ Published list of fields of study http://bit.ly/2weqdPN
△ Allow Equity Advisors to see concluded recruitments
△ Remove the "Manage" link from the applicants list http://bit.ly/2uOwpAj
△ 6 Digit Title Codes added on Recruit - Existing title codes have extra zeros prepended to them To see all the current title codes go to: http://bit.ly/2vg46Lx

HERC Webinar - Building Diverse Applicant Pools Thursday, August 10 2017, 10 PT/11 MT/12 CT/1 ET
Join us for an informative discussion and exploration of top challenges and best practices related to building diverse applicant pools. REGISTER
-Explore the current state of diversity in the faculty applicant pool. -Better understand the different definitions of diversity and how they impact campus strategies. -Review strategies used (with some success) by some colleges and departments.-Understand the potential for backlash and consider how to respond.

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