



Recruit System Updates

New! Recruit Layout Starting March 25th!

Hi <<First Name>>

Upcoming AP Recruit enhancements are to ensure applicants have access to all important and required recruitment information, with minimal processing from the analyst or administrator.

New fields include:

- Position title - also called the working title, free of UCPath jargon.
Example: "Manipulation and Sequencing Specialist" rather than "003310 ASSOC SPECIALIST"
- Information links - any department, school, or program links

New apply page visibility:

Recruit Fields	Created before March 25 th	Created after March 25 th
Additional qualifications	Never shown on ad	Visible on ad
Apply page link	Never shown on ad	Visible on ad
Basic qualifications	Never shown on ad	Visible on ad
Help contact	Never shown on ad	Visible on ad
Preferred qualifications	Never shown on ad	Visible on ad
Salary range	Never shown on ad	Visible on ad
Standard text	Never shown on ad	Visible on ad

Assistant, Associate or Full Project Scientist - Systems Biology and Cell Engineering

Apply now

Job #JPF00109
• PEDIATRICS / School of Medicine / UC San Diego

APPLICATION WINDOW

Open date: March 1st, 2021

Next review date: Monday, Mar 29, 2021 at 11:59pm (Pacific Time)
Apply by this date to ensure full consideration by the committee.

Final date: Monday, Feb 7, 2022 at 11:59pm (Pacific Time)
Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION

The Department of Pediatrics and the Systems Biology and Cell Engineering Lab at the University of California, San Diego is committed to academic excellence and diversity within the faculty, staff, and student body. The Project Scientist will be expected to conduct independent research in collaboration, as well as working on existing and new research programs in the group.

Other duties include:
-Publication of research results
-Grant writing

Department: <http://www.pediatrics.ucsd.edu/>

QUALIFICATIONS

Basic qualifications (Required at time of application)
Candidates must have:
-PhD in nutritional biology or metabolism
-2 years of postdoctoral experience.

Preferred qualifications
Candidates with a demonstrated ability to obtain funding are preferred.

APPLICATION REQUIREMENTS

Document requirements

- Curriculum Vitae - Your most recently updated C.V.
- Cover Letter (Optional)
- Statement of Research (Optional)
- Statement of Contributions to Diversity - Applicants should summarize their past or potential contributions to diversity. See our [Faculty Equity](#) site for more information.

Reference requirements

- 3-5 required (contact information only)

Please submit the contact information of 3 - 5 references.

Apply link: <https://apol-recruit.ucsd.edu:31001/JPF00109>

Help contact: s2clark@ucsd.edu

CAMPUS INFORMATION

The University of California, San Diego is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.

JOB LOCATION

UCSD La Jolla Campus

Apply now



[HERC Webinar: How To Write An Unbiased Job Post](#)

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Most job searches begin at the job post. They are the currency of recruiting - you must have one to hire. This is the moment when we can have a significant influence on a candidate that makes them not only apply but want to work with us. In most cases, this moment will crash and burn because so many job posts still start with a copy and paste instead of candidate consideration.

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Academic Recruitment

APS Learn at Lunch: IFSO/OARS International Academic Recruitment

These are the slides from the shared training by The Office of Academic Recruitment Services (OARS) and the International Faculty Scholars Office (IFSO). Please use this information to guide you through the recruitment process for International Scholars.

Please contact the International Scholars Office at ischolars@ucsd.edu or the office of Academic Recruitment Services at OARS@UCSD.EDU for any additional questions you may have.

Regulations

IFSO not only follows institutional policies but also federal immigration and labor regulations.

20CFR 656.18(b)

(b) Recruitment. The employer may recruit for college and university teachers under §656.17 or must be able to document the alien was selected for the job opportunity in a competitive recruitment and selection process through which the alien was found to be more qualified than any of the United States workers who applied for the job. For purposes of this paragraph (b), documentation of the "competitive recruitment and selection process" must include:

20 CFR 656.18(b)(3)

(3) A copy of at least one advertisement for the job opportunity placed in a national professional journal, giving the name and the date(s) of publication; and which states the job title, duties, and requirements;

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professional journal instead of a print journal when conducting recruitment under 20 CFR 656.18, under the specific conditions.



Labor Certification: Advertisement Requirements

Items required by U.S. Department of Labor (US DOL) in at least one professional journal advertisement:

- **Job Title** – (e.g., "Assistant Professor," "Associate Professor" or "Assistant, Associate, or Full Professor, depending upon qualifications")
- **Job Duties** – Should include the word "teaching;" requiring "teaching" as a job duty allows the employer to select the most qualified applicant from a national recruitment effort, as opposed to a minimally qualified US worker.
- **Job Requirements**
 - Should state what the **minimum requirements** are; e.g., "Master's", "PhD" or "ABD" or "advancement to candidacy," as well as the appropriate field/related fields the degree should be in.
 - If only a PhD requirement is stated, but the department hires ABD, Labor Certification risks denial.
 - Any "must have" statement, e.g., "must be board-certified in..." becomes grounds for denial of the labor certification if the candidate has no fulfilled that requirement at the time of final SELECTION.
 - Please contact IFSO for any questions.
 - Required items should be **quantified** (e.g., "one years of experience in..." rather than "experience in...")
 - If the required items are not quantified, the department must be prepared to quantify the required item when IFSO is preparing to file the prevailing wage and in case of a DOL audit
 - Required items may add wage levels
 - IFSO will also need to verify that the candidate met the requirements including the quantified requirements.

****Ads that redirects to another URL without indicating minimum requirements would not meet DOL regulations****

- UC San Diego must obtain from the U.S. Department of Labor certification of its Application for Permanent Employment on behalf of an international faculty member. This is called Labor Certification.
- The Application states that UC San Diego has conducted an appropriate national recruitment for the faculty position, and that the international faculty member was selected as the most qualified applicant.
- In addition, UC San Diego must state that the national recruitment advertisement was either printed in a national professional journal that is directly related to the field for which the job is advertised or posted online for at least 30 days in a national professional journal.
- UC San Diego has 18-months from the date of the offer letter to submit the Labor Certification.

Sample Ads

UC San Diego

Assistant, Associate or Full Professor
(HS Clin, Clin X, Adjunct, In Residence) Cardiologist

THE UNIVERSITY OF CALIFORNIA, SAN DIEGO, DEPARTMENT OF PEDIATRICS (<http://www.pediatrics.ucsd.edu>) AND CHILDREN'S SPECIALISTS OF SAN DIEGO (<http://www.childrenspediatrics.com>) are committed to academic excellence and diversity within the faculty, staff, and student body and are jointly recruiting Cardiologists (General/Outpatient) for the unified Division of Pediatric Cardiology at Rady Children's Hospital, San Diego.

Our Division of Cardiology (<http://www.healthsciences.ucsd.edu/zoom/pediatrics/DivisionofCardiology>) is currently recruiting for 1-2 full-time general cardiologists at any career level. The successful candidate(s) will be responsible for seeing 8-9 half day clinics sessions weekly in the Rady Children's Hospital Heart Center and in satellite clinics located in San Diego County and regionally. The successful candidate will play a major role in our clinical care and in the education of students, residents and fellows.

Candidates for this position must have an M.D. and be board-certified or board-eligible in pediatric cardiology. Candidates may also be licensed or licensable to practice medicine in the state of California. Preferred candidates will be proficient in speaking, reading, and writing Spanish for our Spanish-speaking population of patient families. Additional training in preventive pediatric cardiology is highly desirable.

Applications must be submitted through the University of California San Diego's Academic Personnel RECRUIT system at <http://apphr.ucsd.edu>.

The University of California is an Equal Opportunity/Affirmative Action Employer.

Assistant Professor position in [redacted]

[redacted]

[redacted]

[redacted]

Candidates must possess a Ph.D. or equivalent in geoscience or a relevant field by the time of appointment.

The appointee is expected to develop and maintain a vigorous externally funded research program and to teach at the undergraduate and graduate levels in the [redacted]

[redacted] committed to academic excellence and diversity within the faculty, staff, and student body.

The Department invites applications for one tenure-track Assistant Professor position [redacted]

Applicants interested in spousal/partner employment may visit the UCSD Partner Opportunities Program website <https://aps.ucsd.edu/recruitment/pop/index.html>. Salary is commensurate with qualifications and based on University of California pay scales.

Applications are accepted through UC Recruit only. Please follow the direct link to apply: [redacted]. More information about this recruitment can be found at the Department webpage.

Common Mistakes

- The candidate does not have a PhD yet and the ad does not include language about advancement to candidacy or ABD
- MD or PhD language on the ad and requiring all candidates to be eligible for a medical license and board eligibility
- IFSO had a Labor Certification denial based on this language
- Candidates that hold a PhD will not be eligible for a medical license and board eligibility
- Not including teaching as a duty
- The ad is not posted in a national journal only on a UCSD website, another university's website, Twitter or PI's website
- Ad that redirects to another URL without indicating minimum requirements
- Additional requirements that we must list in the prevailing wage determination may come back with a higher wage level
- Not notifying IFSO of a foreign national hire who defers their start date
- Remember IFSO has 18-months to file the Labor Certification from the date the offer letter is issued.

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- Departments are also required to post a notice to employees that the university will file a Labor Certification. IFSO must wait 30 days after the notice is taken down to file the Labor Certification.

Consequences

- IFSO cannot file a Labor Certification if there are any issues with the ad or we miss the 18-month window.
- IFSO will have to send CV and scholar citation record to outside attorney to determine if they qualify for another route.
- These routes require more work from the faculty
- Typically, faculty in the social sciences will not qualify
- **New recruitment**
 - Approval from the Assistant Vice Chancellor-Academic Personnel
 - Will the faculty need to resign?
 - Will this create employment authorization (visa) issues?
 - Lose candidates
- **Employment Issues**
 - H-1B has a 6-year limit, how can a faculty continue employment with permanent residency??
 - Is O-1 an option?
 - Employment authorization for spouses

A dept will never know when their ad might result in an international hire, so it's so important to assume that every recruitment might end up with an international hire.

IFSO is happy to review drafts of ads to make sure they will meet immigration and labor regulations for Labor Certifications

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- Case Study 1:
 - Faculty Offer Letter dated February 21, 2020.
 - Faculty defers start date
 - **18-month deadline is August 21, 2021**
 - IFSO finds out about this faculty hire May 2021. This left IFSO with 3 months to file a Labor Certification.
 - IFSO still needs to file a prevailing wage, have the department do a notice to employees and then file the Labor Certification.
 - Prevailing wages are taking over 5 months to come back.
 - Consequences:
 - Give faculty the bad news
 - Send CV and scholar Google citation record to outsource attorney to see if they qualify for another route. Faculty did not qualify for another route.
 - New recruitment had to be approved.
 - Do they have H time? Do they have spouses who want to work?
- Case Study 2
 - Ad states: MD or PhD. Candidates with MD must have CA medicine license/eligibility and be board certified/eligibility
 - Faculty had a PhD
 - Consequences:
 - **Labor Certification was denied.** DOL said, "the foreign worker does not meet the licensure/certification requirements as described in section H-14. Because the employer is willing to hire a foreign worker who, per the information listed on the ETA Form 9089, did not meet the licensure/certification/skill requirements as listed in Section H, those requirements cannot represent the employer's actual minimum requirements for the job opportunity."
 - Upset faculty
 - Sent CV and scholar Google citation record to outsource attorney to see if they qualify for another route. They qualified but faculty was upset with extra fees and the work he had to do for other route.
 - Spouse was in another visa that was expiring and was counting on a work permit

IFSO/OARS Summary

Immigration and OFCCP are both agencies within the Department of Labor. The OFCCP allows for more flexibility in the job duties, outreach options, and qualifications. Speak with your department on if they are open to hiring international faculty. If this happens, you need to plan on posting to the Immigration standard. OARS only audits to the OFCCP compliance which all positions will be subject to. All questions about immigration needs to be submitted to IFSO.

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Academic Recruitment
Joint Search and Campus Winter Closure Information

Over the last few weeks OARS has received a record number of search plans submitted at the same time. We understand there was a delay in FTE allocations that resulted in a late start to your recruitment cycle and ask for your understanding and patience as we work through the resultant rush. We understand the common goal of getting these searches started as soon as possible and are doing our best to help you remain competitive.

1. Before the search plan is submitted for approval, preview the ad text. You can do this by clicking on the URL link in the details page. The ad text should not contain any duplicate information. To avoid duplicated information, please do not enter the application material, qualifications, AP Recruit apply link, or the equal employment opportunity statement into the position description field.

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Data

This URL can be used to link directly to the listing for your recruitment. You can use this URL in job ads, postings, electronic mailings, and links on other websites.

⊘ Applicants cannot apply to the recruitment because it is not yet published. When it is, apply at [https://apol-recruit.ucsd.edu/JPF02984\(Preview\) AD](https://apol-recruit.ucsd.edu/JPF02984(Preview) AD) [Download Advertisement](#)

General information

Edit

AD Name Assistant, Associate or Full Professor (HS Clin, Clinical X, Adjunct

In particular, the Chancellor's Joint searches need to be set up in a specified manner, and it is essential to get it right as we are subject to audit by the Federal government. We provide the guidance below to assist you in this effort and to ensure your postings are approved promptly.

Thank you in advance for your patience!

JOINT SEARCHES

All joint searches must include representation from both hiring departments in order to be compliant. If you are the primary analyst for a joint search, please work with your colleague in the secondary department when setting up your recruitment.

The primary analyst can add the secondary analyst to the joint recruitment search plan as an Add'l (Staff) Editors.

Additional access

SEARCH PLAN

+ Add

- Add'l Chairs None • [Add one now](#)
- Add'l (Staff) Editors None • [Add one now](#)
- Add'l Reviewers None • [Add one now](#)

Other users...

The secondary analyst will need to add the secondary department chair, FEA and dean to the joint recruitment approval workflow. If the Department Chair title is taken, please use Unit

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where HDSI is a participating department. In those case, EVC Simmons is the final approver in the workflow.

Current approver (step 1 of 8, with 1 optional step)



Academic Personnel Director

CYNTHIA PALMER [Edit approvers](#) [Remove step](#)

Upcoming approvers



Equity Advisor

[Specify person](#) [Remove step](#)



Department Chair

[Specify person](#) [Remove step](#)



Unit Director

[Specify person](#) [Remove step](#)



Affirmative Action Reviewer

[Specify person](#) [Remove step](#)



Dean's Analyst (optional)

[Specify person](#) [Remove step](#)



Dean

[Specify person](#) [Remove step](#)



Provost

[Specify person](#) [Remove step](#)



Associate Vice Chancellor

[Specify person](#) [Remove step](#)

[+ Add step](#) [↻ Reorder steps](#)

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As in previous years, OARS will institute an internal deadline for recruitment report submission to ensure that OARS is able to review, advise, and approve recruitment reports in a timely fashion that is equitable for all our campus constituents.

Recruitment reports submitted after 4:30 PM on 12/15/2021 will be reviewed after campus closure in January 2022.

If you have any questions or concerns please do not hesitate to contact the OARS Department, oars@ucsd.edu

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