UC San Diego

ACADEMIC PERSONNEL: ABBREVIATED SEARCHES/UNIT 18 ACADEMIC RECRUITMENT TRAINING

Presented by the Office of Academic Recruitment Services

OVERVIEW

Goal: The goal of this training is for you to be able to set up and manage an abbreviated recruitment from beginning to end

- Who is OARS
- Search Plan
- Applicant Management
- Search Reports
- Concluding Searches

Office of Academic Recruitment Services: OARS@UCSD.EDU

THE OARS TEAM AND ROLE

- **Carla Solomon**, Director of the Office of Academic Recruitment Services
- **Matthew Hoeg**, Supports Health Sci, General Campus, and SIO Recruitments
- **Karina Mirzaian**, Supports the administrative process for OARS

OARS Role:

- **Review** compliance with federal, state, and local laws and UC policies
- **Advise** departments and divisions on ways to mitigate risk
- **Provide** training and support for AP Online Recruit and recruitment process
- **Inform** the campus of EEO laws, regulations, policies, and processes

Office of Academic Recruitment Services: OARS@UCSD.EDU

ABBREVIATED RECRUITMENTS PROCESS/UNIT 18 LECTURERS

Abbreviated process used for some non-tenured and non-senate titles

• **Postdoctoral Scholars -** • **University Extension –** • **Other Teaching Faculty** • **Lecturer, Supervisor of Teacher Education**	• **Adjuncts – Series** • **Research Scientist Series** • **Project Scientist Series** • **Specialist Series**

- Shorter approver workflow

  Dept. Chair → OARS Analyst → Dean's Analyst (optional)→Dean

- No Shortlist Report needs to be submitted
- Can be open for 365 days and hire multiple hires

Titles that are combined with another title not eligible for the abbreviated process will need to use the full process.

THE LAWS, REGULATIONS, AND POLICIES

- Executive Order 11246
- Section 503
- The Vietnam Era Veterans Readjustment Assistance Act-
- California Proposition 209
- University of California – Policy
- Academic Personnel Manual Policy

RACE

SEX

NATIONAL ORIGIN

DISABILITY

COLOR

GENDER

SEXUAL ORIENTATION

AGE

Religion

Verteran Status

Parental Status

BEFORE YOU CAN BEGIN

- For creating your search plan::
  - To access AP Recruit, users must have Single Sign-On (SSO) access
  - Your Department DSA can assign access to (SSO) accounts.
  - Supervisor to email to OARS@UCSD.edu with the type of access you need. (analyst, reviewer, backup, etc.)
  - Once that email is received, OARS will set you up to start AP Recruit training.
  - Once the course OARS e-Course on UC Learning (including the quiz at the end) is complete, follow the exercises on the Recruit Training Site, and submit a confirmation email to OARS when all training and exercises are complete.

UC San Diego

ACADEMIC RECRUITMENT: ABBREVIATED PROCESS: SEARCH PLANS

SEARCH PLAN - DETAILS

Search info | Applicants (0)

SEARCH INFO

Details
Position
Description
Requirements
Qualifications
Diversity
Advertisements
Selection process
Committee
Documentation
Disposition reasons
Conclusion

TOOLS

Activity log
Delete recruitment

Details

Applicants can apply to the recruitment immediately, as it opened on Oct 1, 2021
https://apol-recruit.ucsd.edu:38858/JPF01145 AD Download Advertisement
Published on Oct 2, 2021 by CARLA SOLOMON • Unpublish
Approved (

General information Edit

AD Name	Lecturer
AD Job number	JPF01145
AD Home department	VC-AA/ACAD AFFRM ACT / EVCAA

Search tracking Edit

Search breadth	Open search
Initial search allocation	Newly Allocated

Contact information Edit

Address	OARS@UCSD.edu
Faculty/Staff contact	CARLA SOLOMON
Public contact	CARLA SOLOMON
AD Help contact	Help

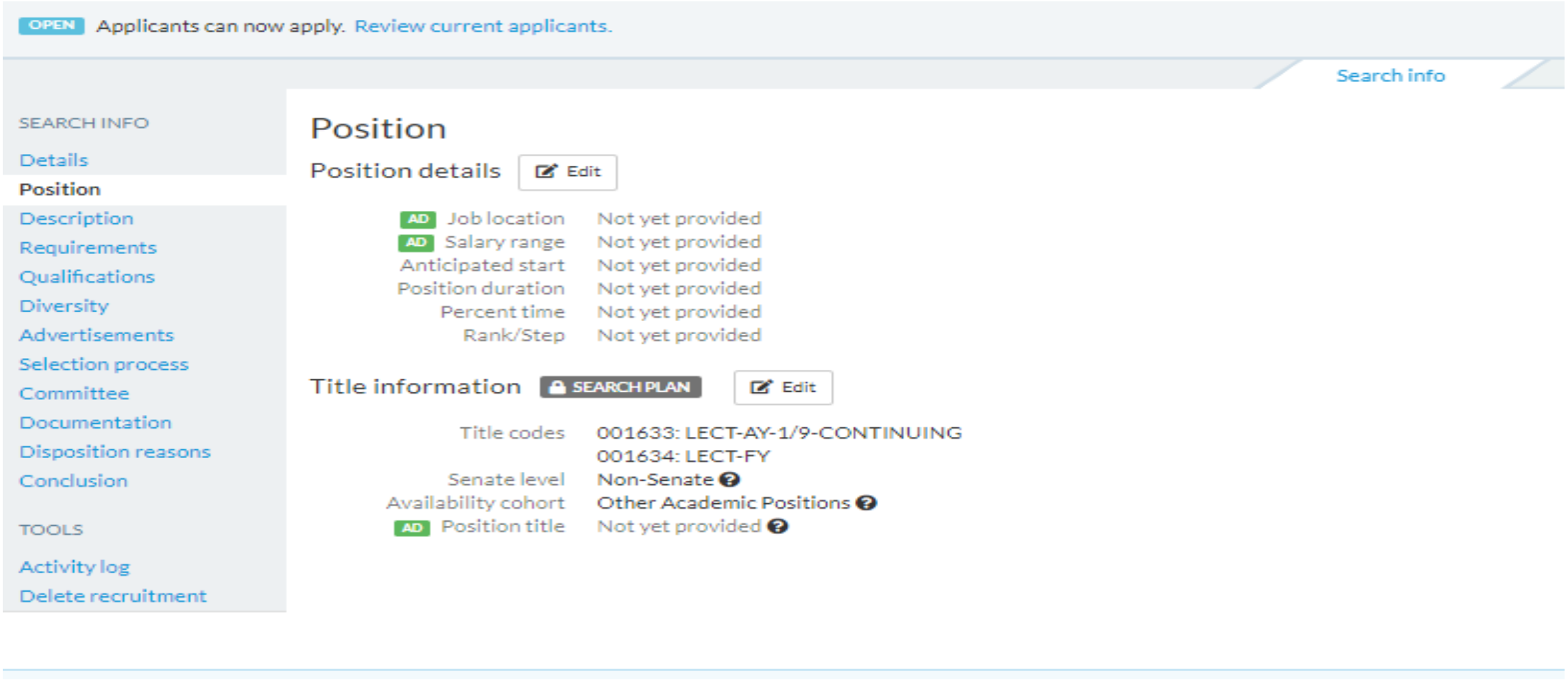
Dates Edit

Format	Review Dates
Academic year	2021/22
AD Open date	10/1/2021 (Friday)
AD Initial review date	10/15/2021 (Friday)
AD Final date	10/1/2022 (Saturday)
Days open	365 days

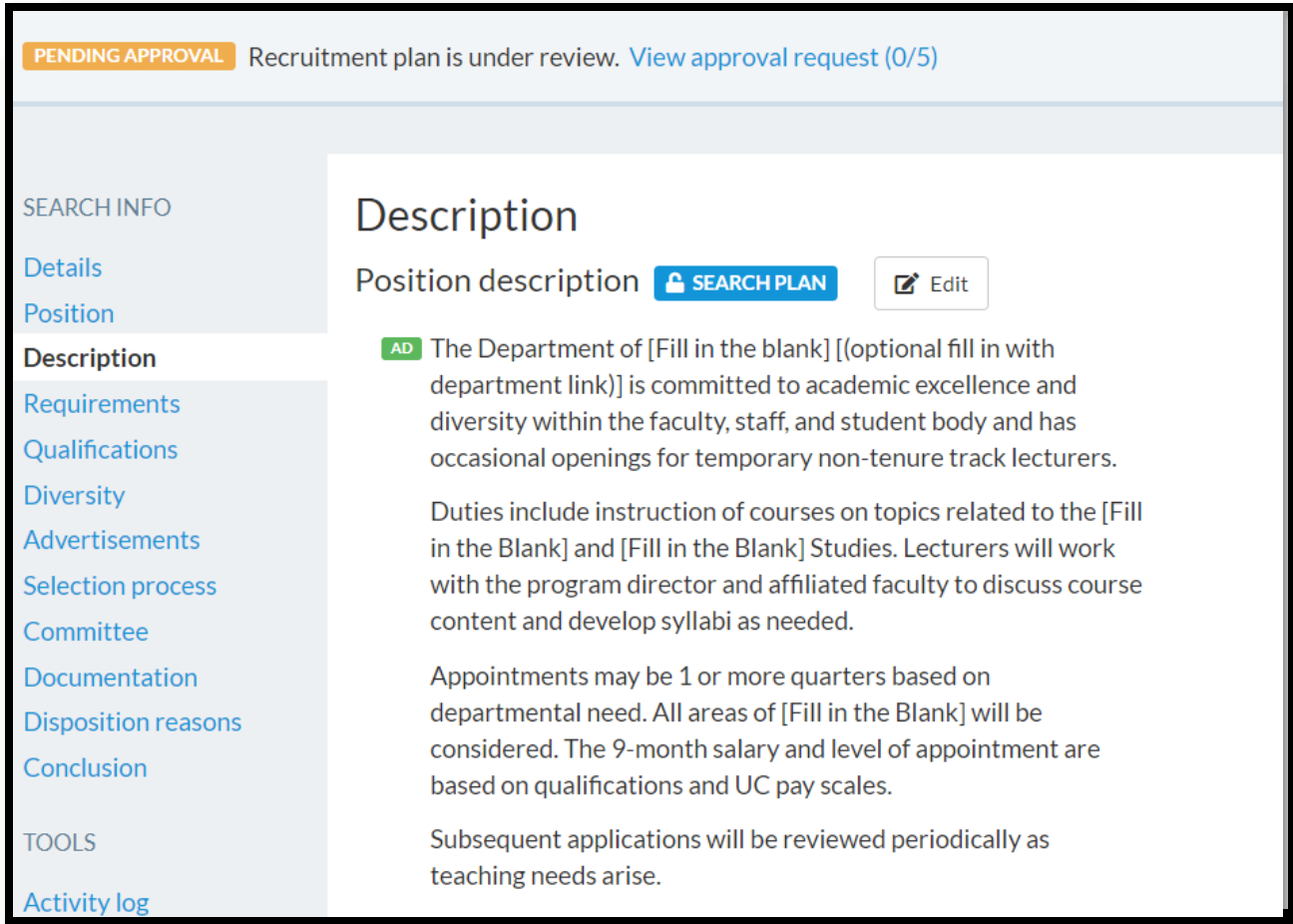
Internal analyst notes + Add

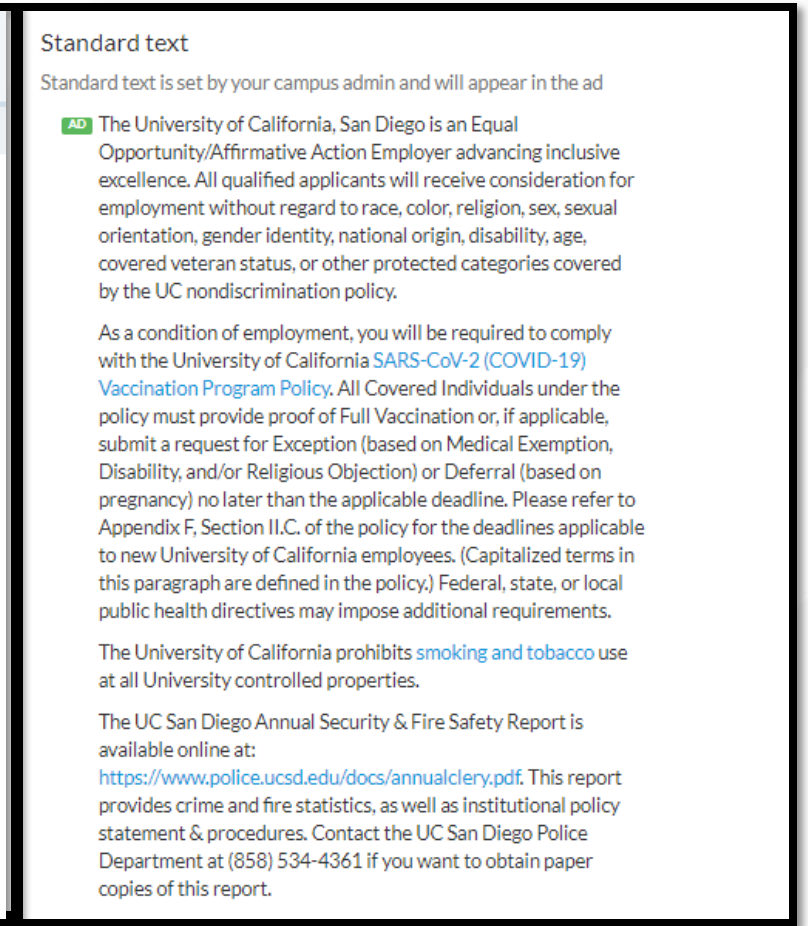
Not yet provided

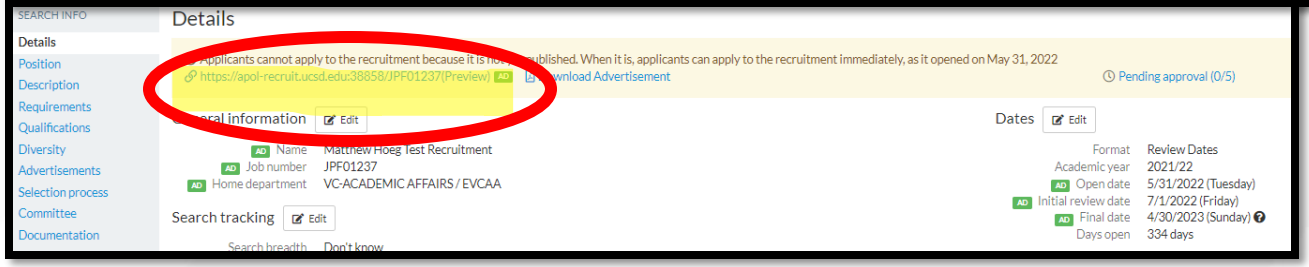
SEARCH PLAN - POSITION



SEARCH PLAN - JOB DESCRIPTION







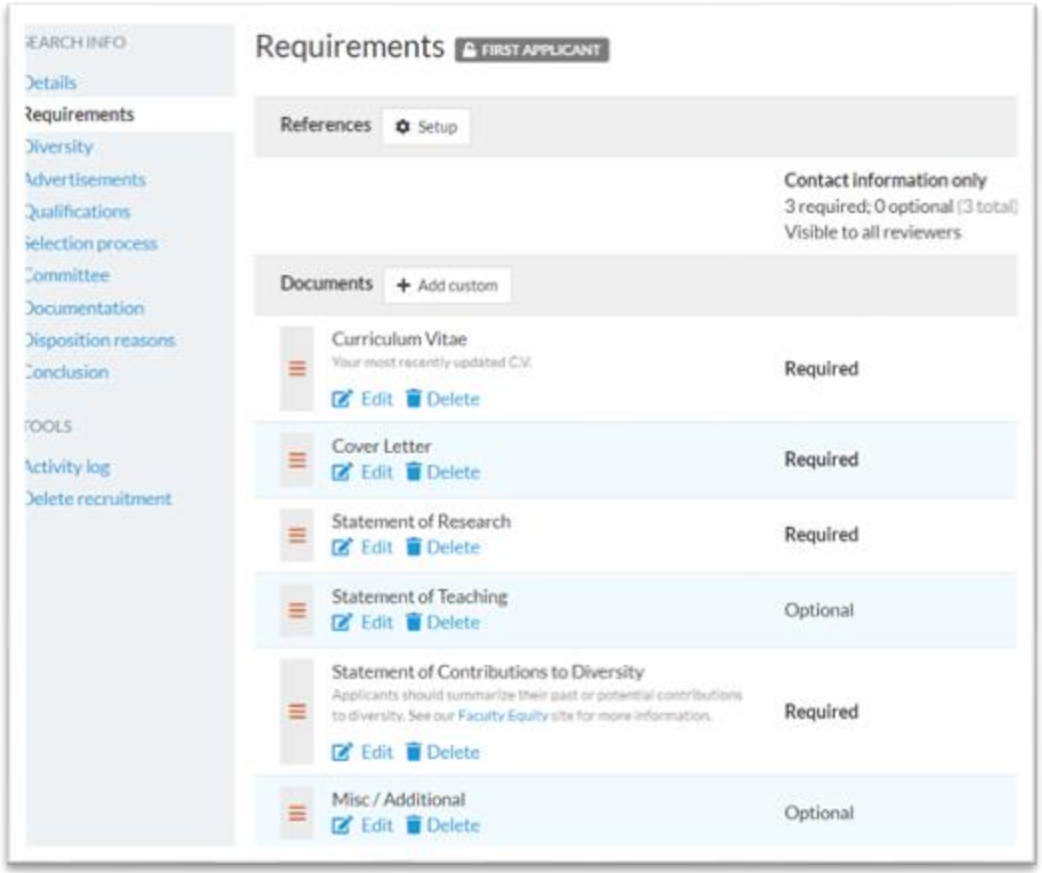
<u>Needed Information</u>
Academic Title
Hiring Department
Position Responsibilities
Department Diversity Statement
Salary Information

<u>Duplicative Information</u>
Qualifications and Start Date
University Covid Policy
UCSD EEO Statements

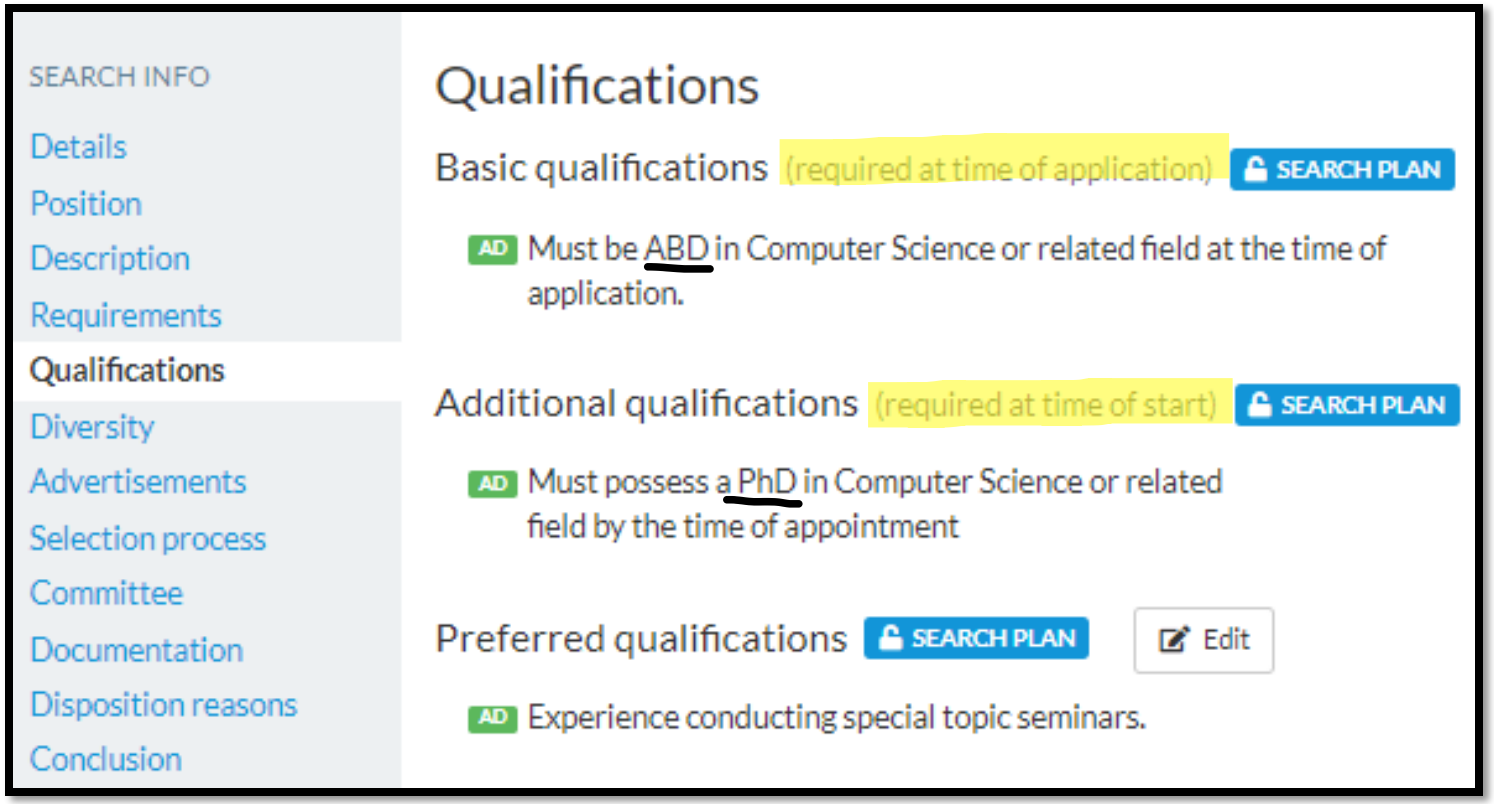
SEARCH PLAN - APPLICATION MATERIALS

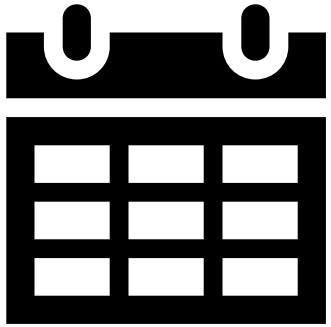
Documentation for application materials:

- CV and Cover letter
- Contributions to diversity statement
- Anything else required by the department



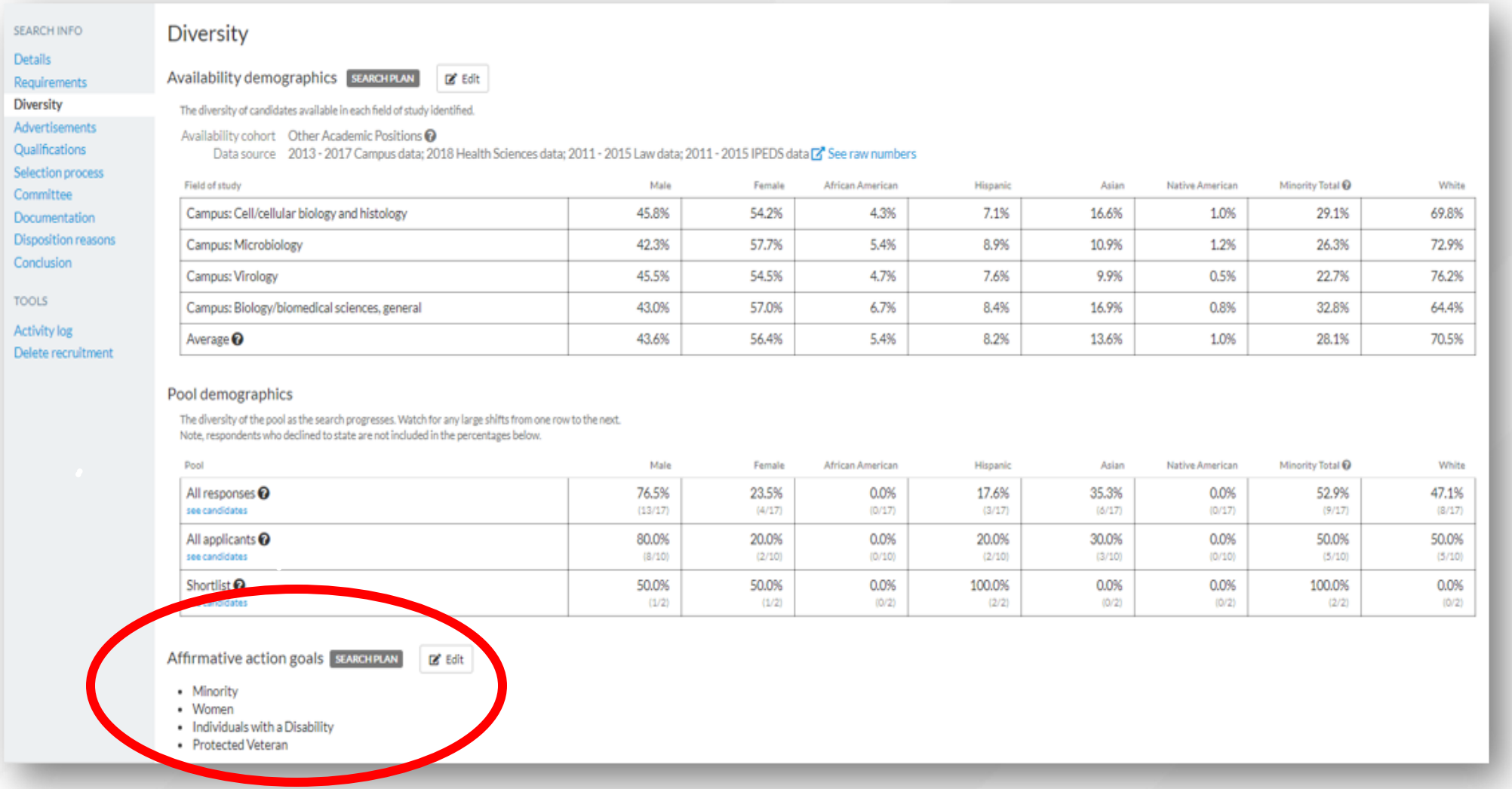
SEARCH PLAN- QUALIFICATIONS





- At the Time of APPLICATION
- At the Time of START
- Preferred

SEARCH PLAN - BENCHMARK AVAILABILITY



SEARCH INFO

Details
Requirements
Diversity
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Committee
Documentation
Disposition reasons
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Activity log
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Diversity

Availability demographics SEARCH PLAN Edit

The diversity of candidates available in each field of study identified.

Availability cohort Other Academic Positions
Data source 2013 - 2017 Campus data; 2018 Health Sciences data; 2011 - 2015 Law data; 2011 - 2015 IPEDS data See raw numbers

Field of study	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
Campus: Cell/cellular biology and histology	45.8%	54.2%	4.3%	7.1%	16.6%	1.0%	29.1%	69.8%
Campus: Microbiology	42.3%	57.7%	5.4%	8.9%	10.9%	1.2%	26.3%	72.9%
Campus: Virology	45.5%	54.5%	4.7%	7.6%	9.9%	0.5%	22.7%	76.2%
Campus: Biology/biomedical sciences, general	43.0%	57.0%	6.7%	8.4%	16.9%	0.8%	32.8%	64.4%
Average	43.6%	56.4%	5.4%	8.2%	13.6%	1.0%	28.1%	70.5%

Pool demographics

The diversity of the pool as the search progresses. Watch for any large shifts from one row to the next.
Note, respondents who declined to state are not included in the percentages below.

Pool	Male	Female	African American	Hispanic	Asian	Native American	Minority Total	White
All responses see candidates	76.5% (13/17)	23.5% (4/17)	0.0% (0/17)	17.6% (3/17)	35.3% (6/17)	0.0% (0/17)	52.9% (9/17)	47.1% (8/17)
All applicants see candidates	80.0% (8/10)	20.0% (2/10)	0.0% (0/10)	20.0% (2/10)	30.0% (3/10)	0.0% (0/10)	50.0% (5/10)	50.0% (5/10)
Shortlist see candidates	50.0% (1/2)	50.0% (1/2)	0.0% (0/2)	100.0% (2/2)	0.0% (0/2)	0.0% (0/2)	100.0% (2/2)	0.0% (0/2)

Affirmative action goals SEARCH PLAN Edit

- Minority
- Women
- Individuals with a Disability
- Protected Veteran

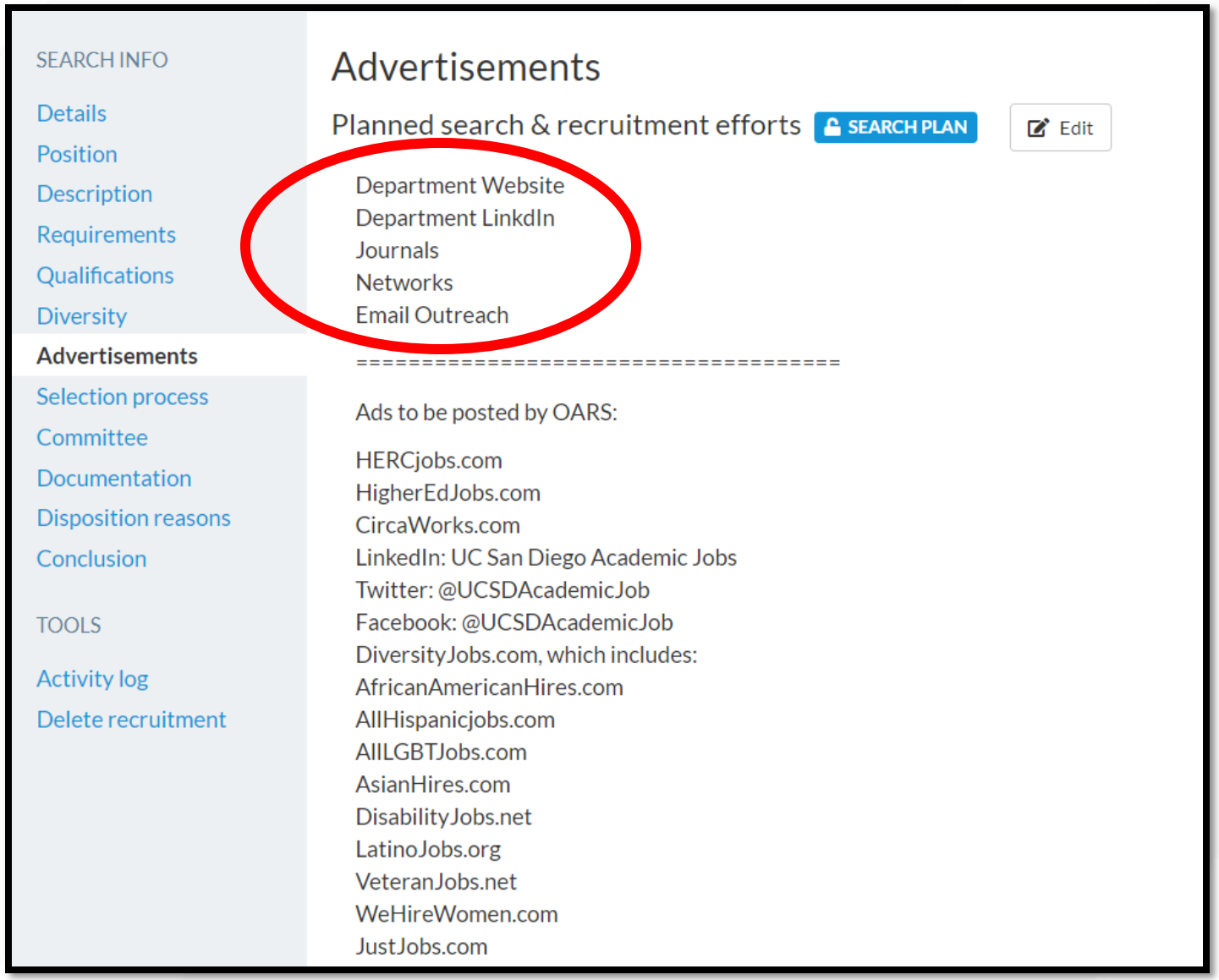
SEARCH PLAN - OUTREACH & ADVERTISEMENTS

Department Outreach:
Where will candidates be looking for jobs?

Department Focused

Affirmative Action Goals

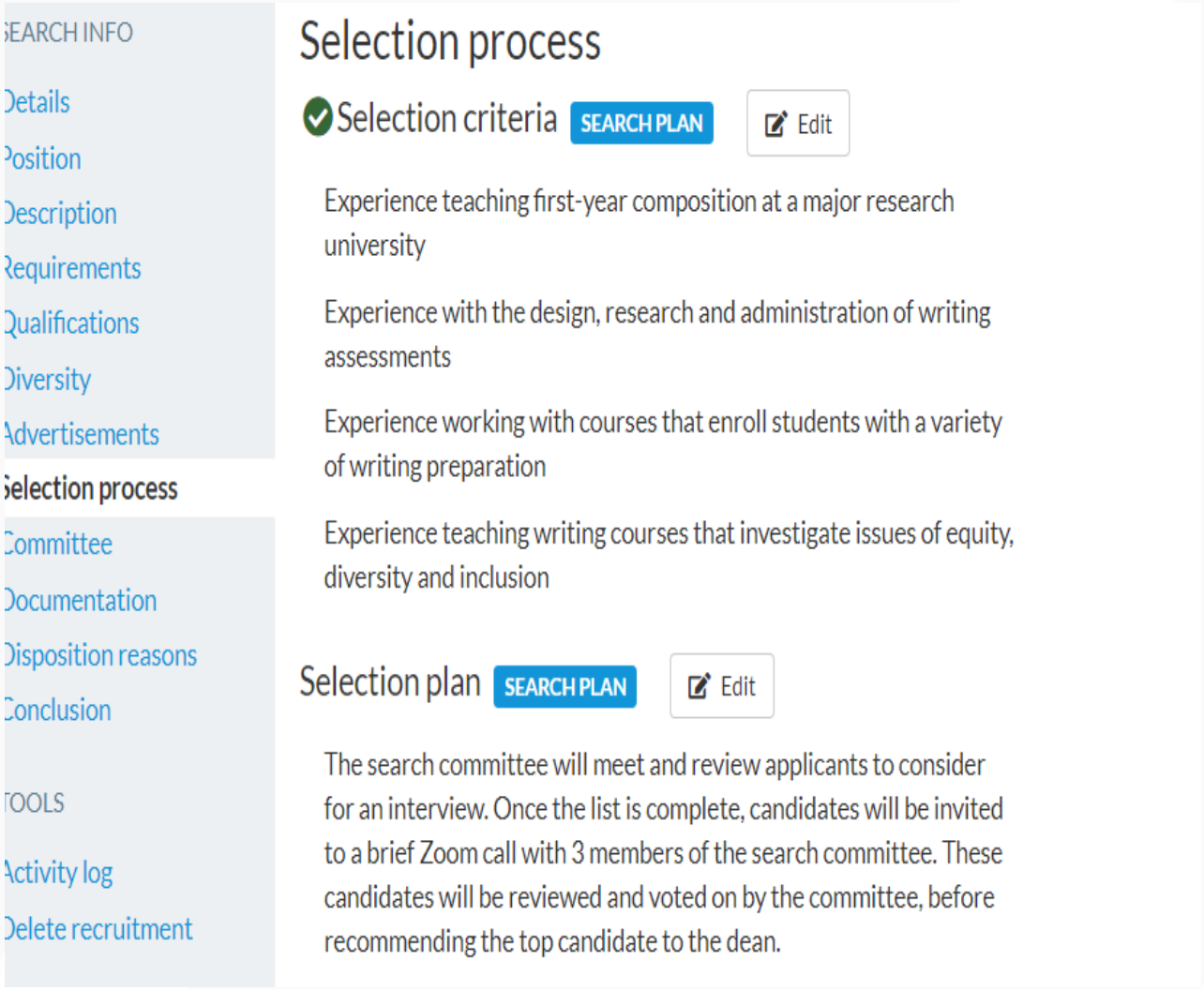
SEARCH PLAN - PLANNED ADVERTISEMENTS ADD SEARCH SOURCES



Department Outreach Options for Abbreviated Searches

- Postdoctorals.com
- PhdJobs.com
- SciencePositions.com
- UniversityCareers- ucareers.com
- AcademicJobs.net
- DiversePhds.com
- MinorityPostdoc.org
- Black Doctoral Network
- National Postdoctoral Association
- The PhD Project
- The Southern Regional Education Board's (SREB) Doctoral Scholars Program

SEARCH PLAN - SELECTION PROCESS



Selection Criteria: Prioritized list of items being evaluated and measured by the committee

- Must be relevant to the job
- Objective
- Non-comparative

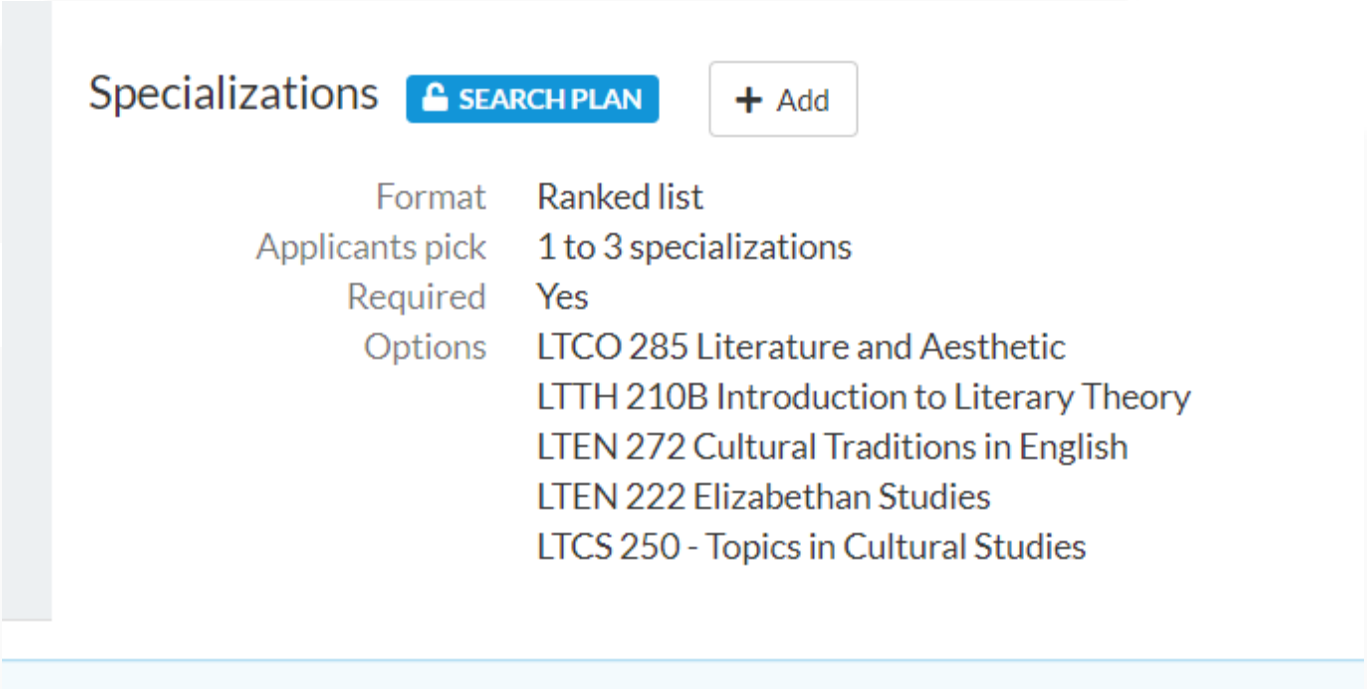
Selection Plan: Procedural account of how a final candidate will be chosen.

- Review process
- Interview process
- Selecting the final candidate

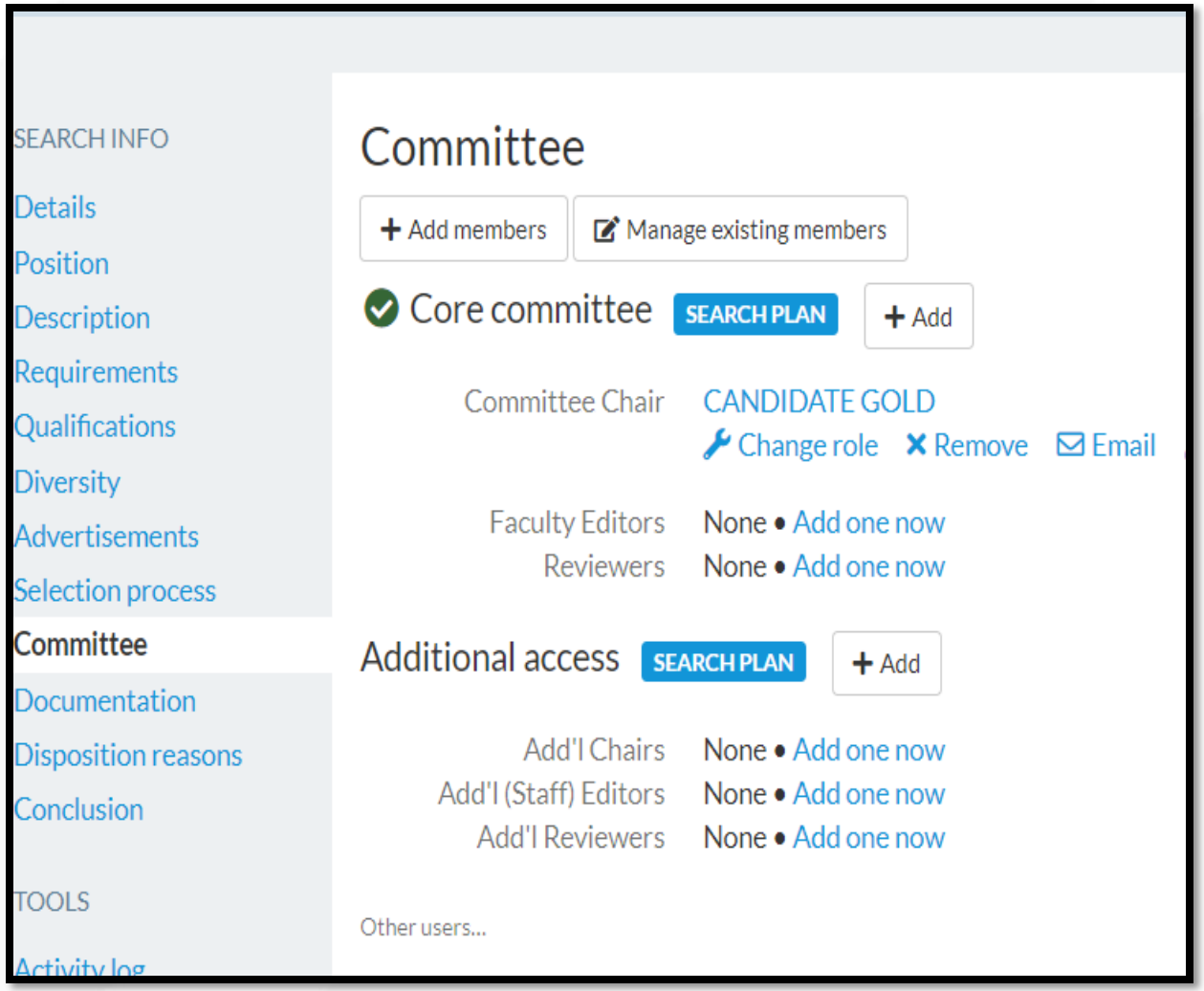
SEARCH PLAN - SPECIALIZATIONS FEATURE

Specializations:

- System feature on Recruit to group applications
- Can be defined by academic discipline or research area
- Matches the way the position is set up by using:
  - Research Disciplines
  - Fields of Study
  - Lab/Units
  - Coursework



SEARCH PLAN - COMMITTEE MEMBERS



Core Committee

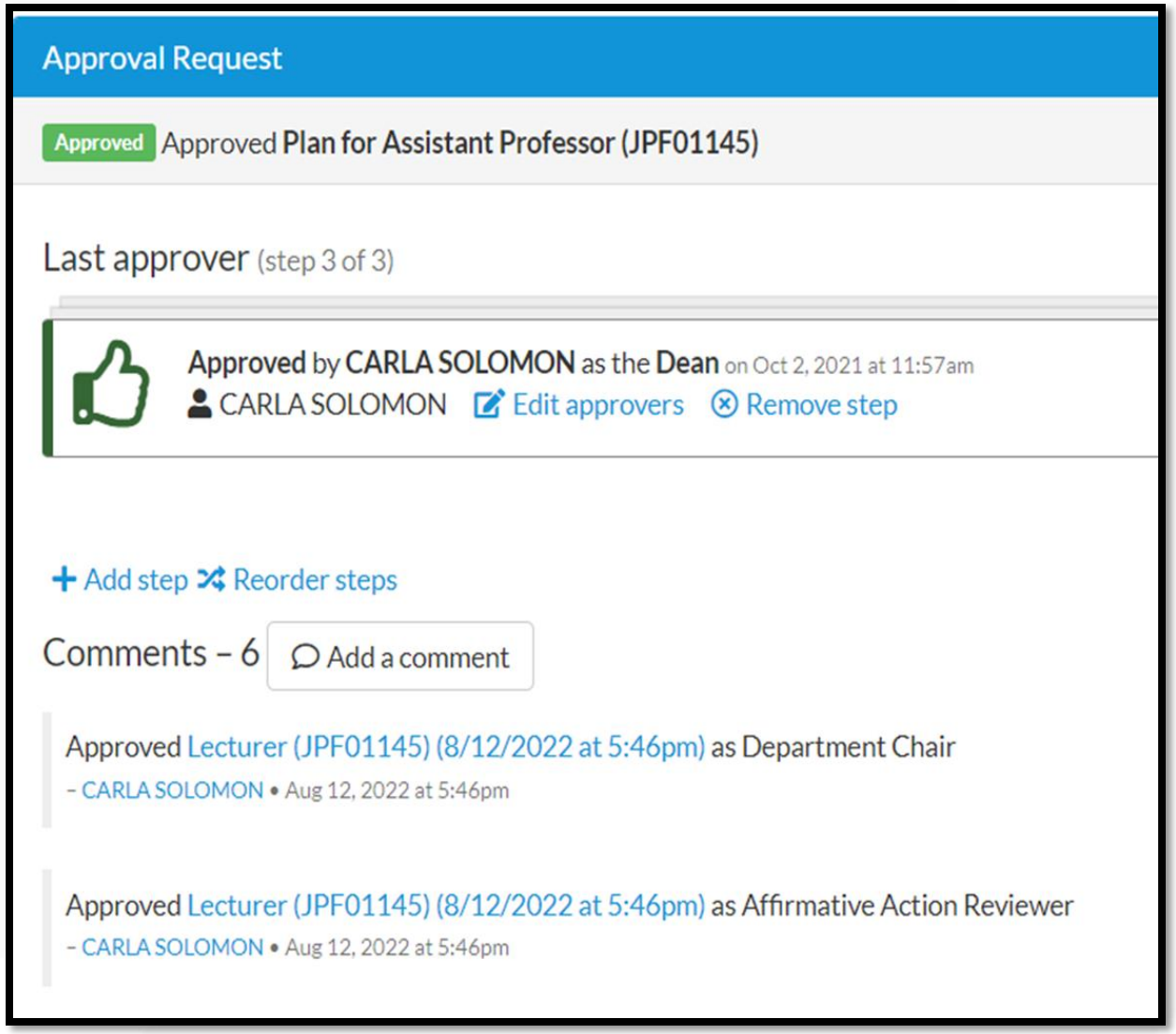
- Three or more
- Diverse representation
- Not an "Approver“
- At or above level being recruited

Additional Access

- Staff or Ad Hoc reviewers
- Administrators

Department Chairs may not serve as Committee members on Recruit, they may be listed as additional reviewers

APPROVAL WORKFLOW



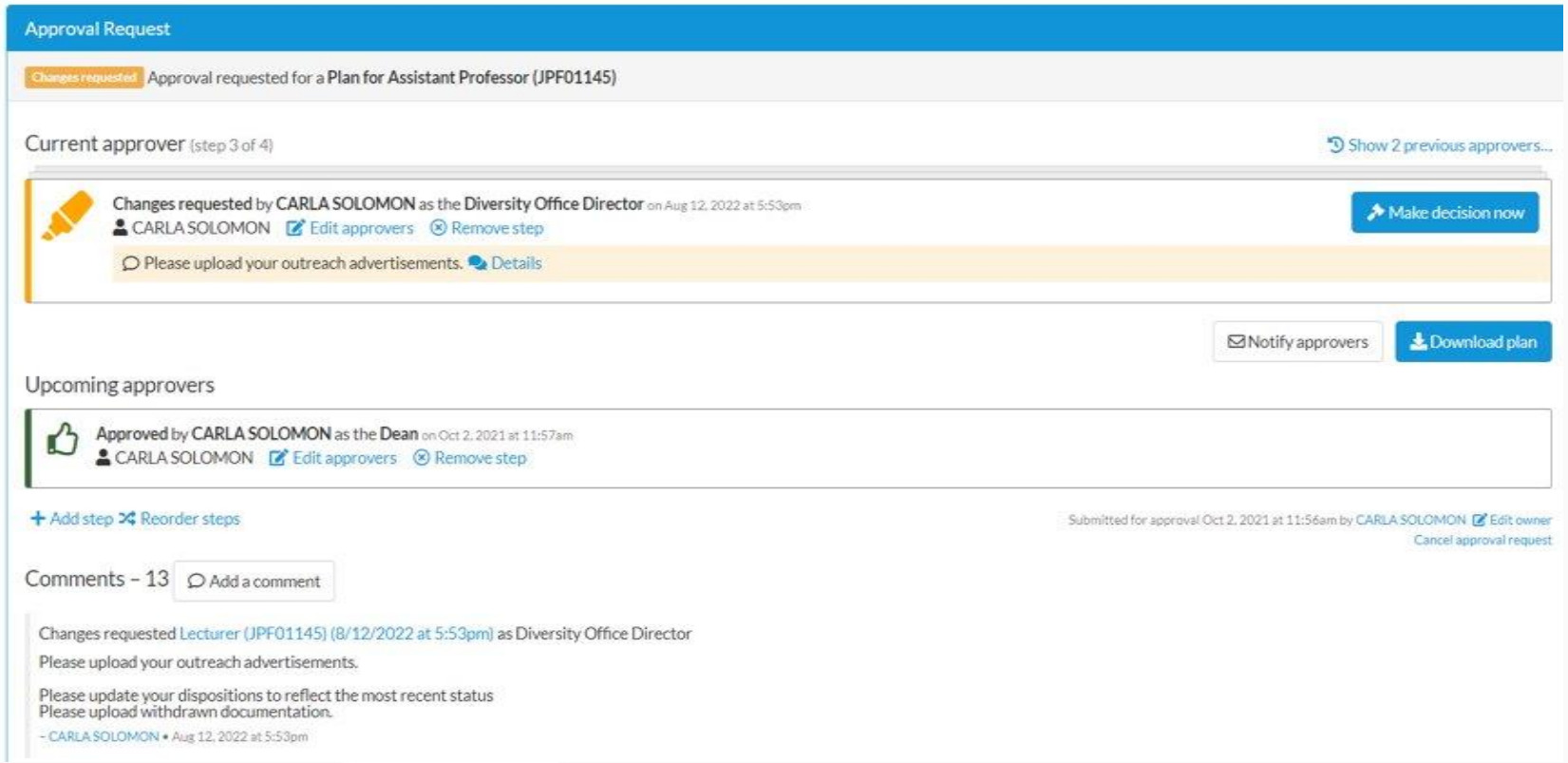
Approval Workflow

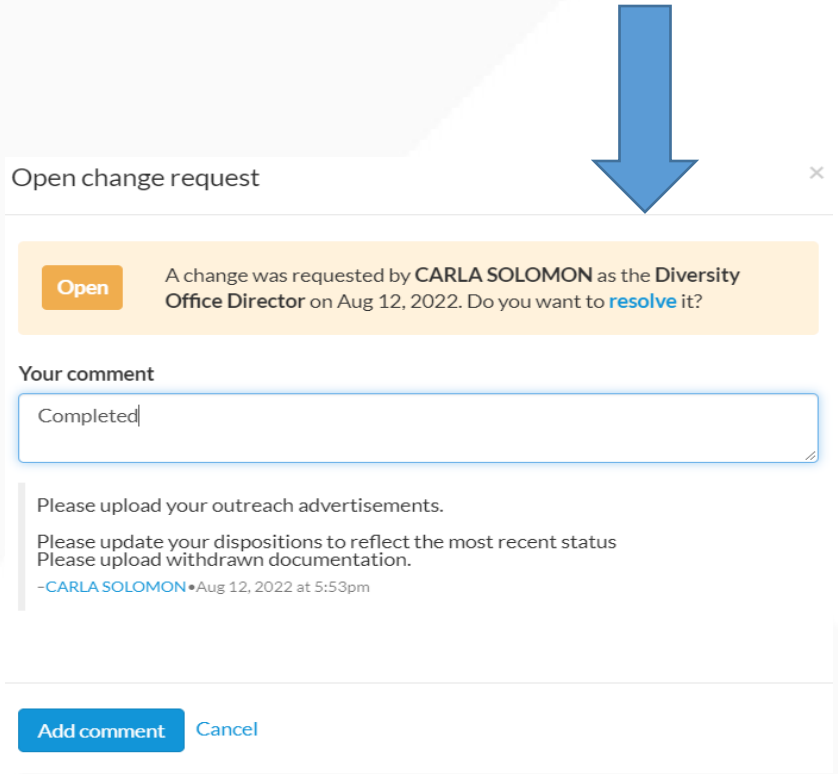
All the required approvers must review and approve the search plan in sequential order.

Department Chair
Affirmative Action Reviewer
Dean's Analyst (optional)
Dean

Once the dean approves, the recruitment can be published.

CHANGE REQUEST AND RESOLVE





OARS will not see change requests for further review if it isn't resolved.

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ACADEMIC RECRUITMENT: ACTIVE APPLICANT MANAGEMENT: SEARCH REPORT

APPLICANT MANAGEMENT – WHAT IS AN APPLICANT?

Internet Applicant Rule

Expression of Interest	Considered	Meets Qualifications	Did not Withdraw
Submitted complete application before the close date	Employer reviewed application	Met hardline qualification item(s) as defined by the employer in the job advertisement	Stayed in process throughout entirety of review prior to offer of employment
✓	✓	✓	✓

APPLICANT MANAGEMENT- APPLICANT STATUS AND DISPOSITIONING

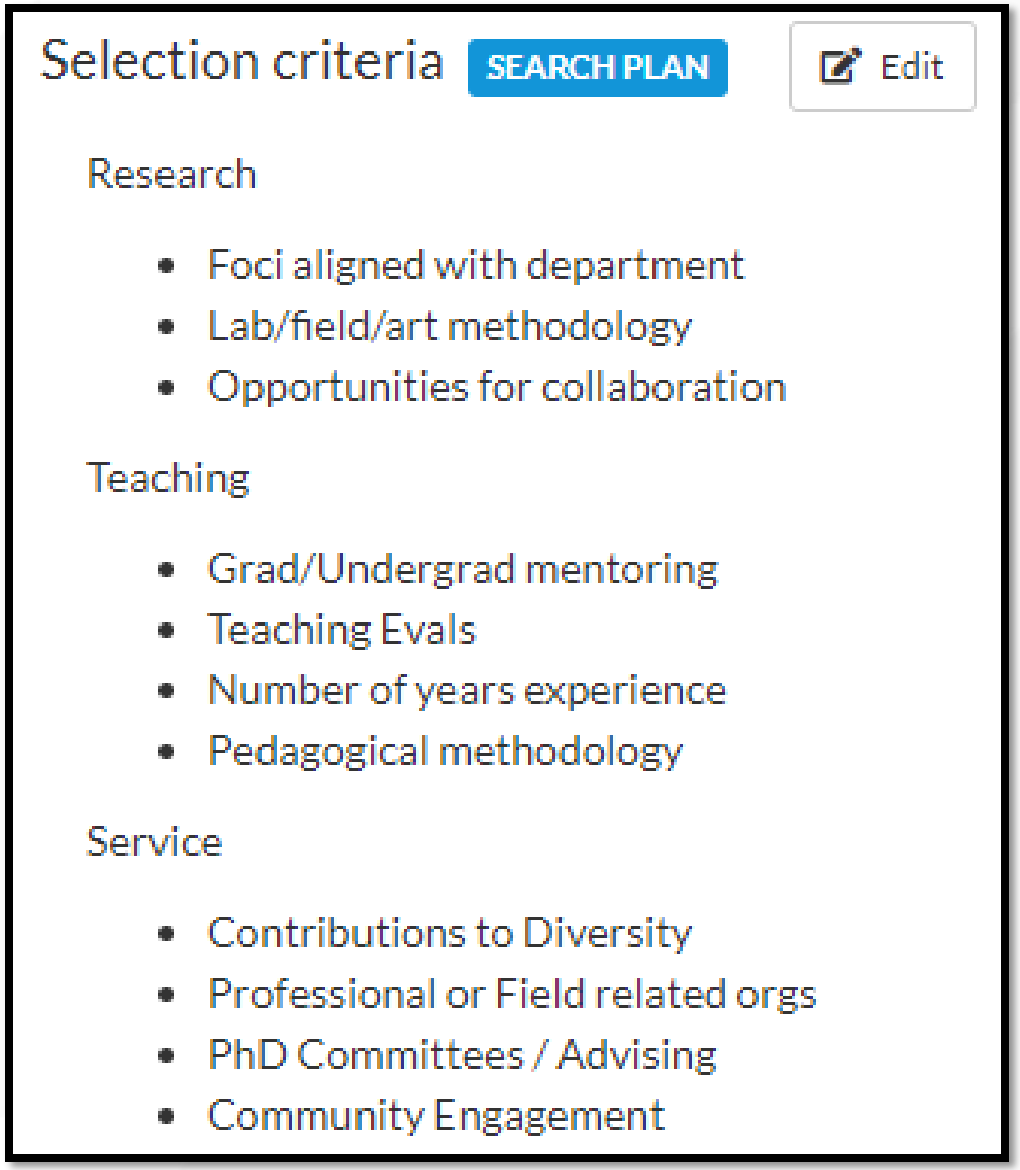
Why are some candidates are moving forward and others are not…

Based on the <u>SELECTION CRITERIA</u>

- STATUS
- DISPOSITION REASON
- DISPOSITION COMMENT
- SEARCH REPORT

Everything should match and tell the story….
to an auditor

SEARCH REPORT – DISPOSITION COMMENTS



The Baseline for Candidates

- Provide to the committee expectations of what will be needed to disposition properly
- Non-comparative statements focused on Selection Criteria
- Selection statements describe why someone was marked as Proposed
  - Discuss the successes of the application and/or interview
- De-selection statements describe why someone was not selected
  - Discuss the shortcomings of the application and/or interview

SEARCH REPORT - DISPOSITION COMMENTS COMPLIANCE

- Do not disclose protected information disclosed or implied
  - Race
  - Gender
  - Ethnicity
  - Medical information
  - Genetic information
  - Marital status
  - Parental status
  - Citizenship status
  - Age

- Do not include statements that rely on stereotypes
- Do not include statements that discuss department or candidate financial status
- **Do not praise a de-selected candidate**
- Do not criticize a selected candidate
- Do not duplicate statements for applicants
- Do not compare applicants to each other

ACTIVE APPLICANT MANAGEMENT

Disposition Status	Status Definition	Disposition Reason	Disposition Comment
Complete	All requirements have been fulfilled	Select as many as apply	If applicable
Serious Consideration	Applicant might be considered for an interview	Select as many as apply	Selection and De-selection statement focused on selection criteria
Recommend to Interview	Applicant is considered for an interview and should be interviewed	Select as many as apply	Selection statement focused on selection criteria
Interviewed	Applicant has been interviewed (any form of verbal interaction)	Other	(De-)Selection statement focused on selection criteria

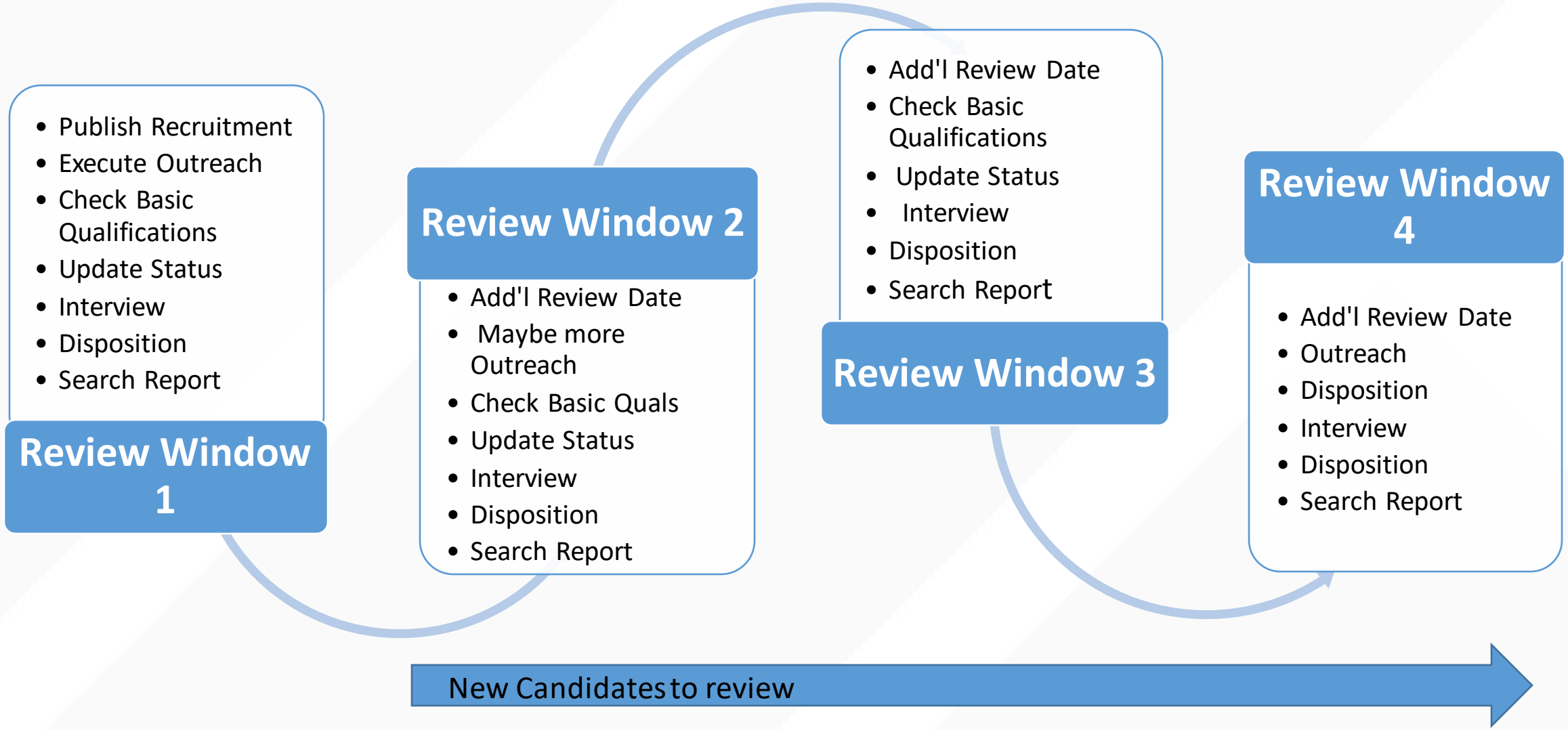
ACTIVE APPLICANT MANAGEMENT

Disposition Status	Status Definition	Disposition Reason	Disposition Comment
Proposed Candidate	Applicant recommended for appointment	Other	Selection statement focused on selection criteria
Withdrawn	Applicant has withdrawn themselves from consideration via written communication	Candidate Withdrawal	Needs to specify why candidate withdrew AND why they moved to wherever they did in the recruitment process

- Upload documentation of withdrawal into Recruit, specifically:
  - PDF of candidate's email of withdrawal
  - Dated logs of attempt to invite (3)

http://aps.ucsd.edu/recruitment/procedures/eval-applications.html

APPLICANT MANAGEMENT – EXAMPLE ACTIVE APPLICANT MANAGEMENT



AD EVIDENCES EXAMPLE

- “Actual Search Efforts” must match or exceed “Planned Search Efforts”
- Any omitted search efforts must be explained in “Actual,” sections
- Evidences must be uploaded by Ad Source
- Evidences must display
  - Publication Title (Print or Digital)
  - Apply link
  - Run Dates
  - Contacts (listervs, mailing list, interest groups, etc.)

SEARCH REPORTS – MATCH ACTUAL EFFORTS TO UPLOADED DOCS

Actual search & recruitment efforts **SEARCH REPORT** Edit

Division of Biological Sciences job site
Division of Biological Sciences Facebook
Division of Biological Sciences Twitter

HERCjobs.com
RecruitMmilitary
America'sJobExchange.com
HigherEdJobs.com
DiverseJobs.net
LinkedIn: UC San Diego Academic Jobs
Twitter: @UCSDAcademicJob
Facebook: @UCSDAcademicJob
DiversityJobs.com, which includes

-AfricanAmericanHires.com
-AllHispanicjobs.com
-AllLGBTJobs.com
-AsianHires.com
-DisabilityJobs.net
-LatinoJobs.org
-VeteranJobs.net
-WeHireWomen.com
-Justjobs.com

Evidences of advertisement **SEARCH REPORT** Upload

Proof that the advertisements ran

Filename	Ad source
Bio_Jobsite_Ad.pdf Edit Delete	Division of Biological Sciences job site
Bio_Facebook_Ad.pdf Edit Delete	Division of Biological Sciences Facebook
Bio_Twitter_Ad.pdf Edit Delete	Division of Biological Sciences Twitter
JPF02470_HERCjobs.com.pdf Edit Delete	HERCjobs.com
JPF02470_AJE.pdf Edit Delete	America'sJobExchange.com
JPF02470_HigherEdJobs.pdf Edit Delete	HigherEdJobs.com
JPF02470_DiverseJobs.net.pdf Edit Delete	DiverseJobs.net
JPF02470_LinkedIn.png Edit Delete	LinkedIn: UC San Diego Academic Jobs
JPF02470_Twitter.png Edit Delete	Twitter: @UCSDAcademicJob
JPF02470_DiversityJobs.com.pdf Edit Delete	DiversityJobs.com AfricanAmericanHires.com AllHispanicjobs.com AllLGBTJobs.com AsianHires.com DisabilityJobs.net LatinoJobs.org VeteranJobs.net WeHireWomen.com JustJobs.com
JPF02470_Facebook.png Edit Delete	Facebook: @UCSDAcademicJob
JPF02470_RM.pdf Edit Delete	RecruitMilitary

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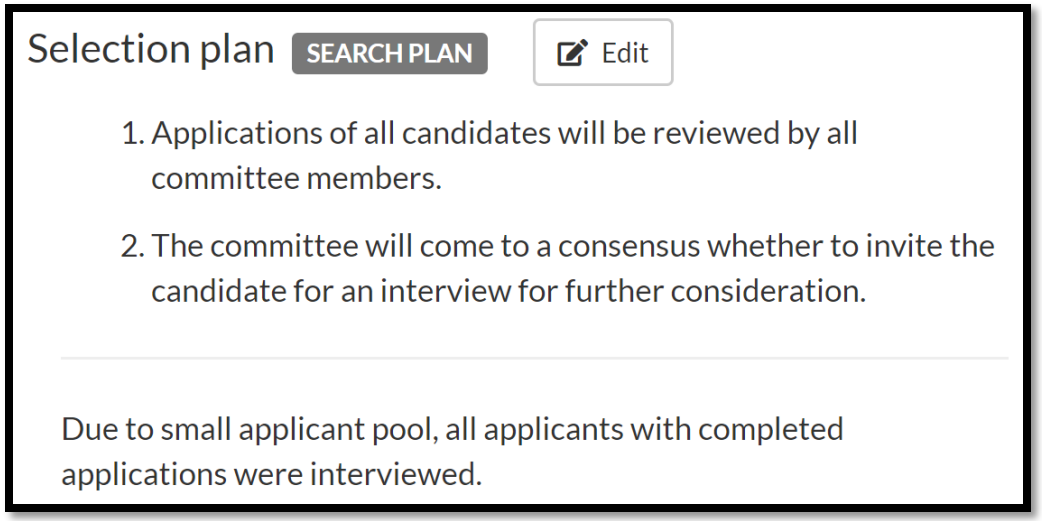
ACADEMIC RECRUITMENT: SEARCH REPORT

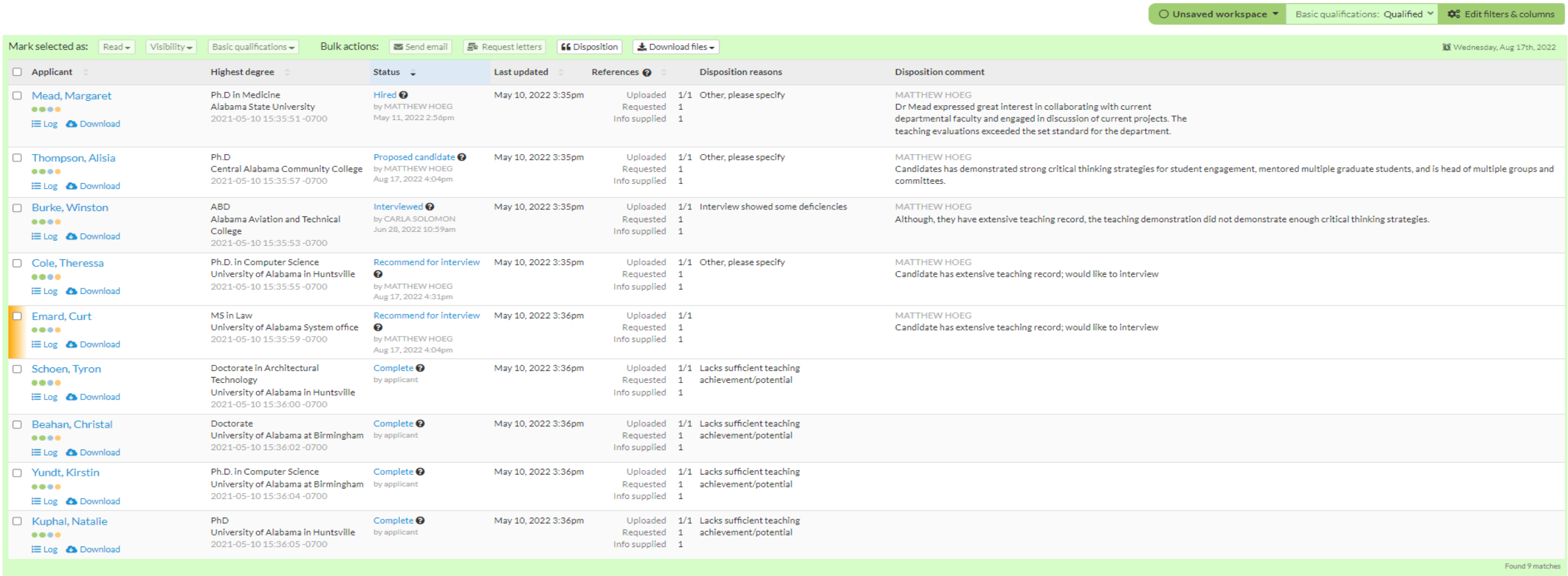
SEARCH REPORT – THE FINAL EDITS IF CHANGES

Amendments to the Selection Plan must be

- Documented
- Applied to all considered applicants
- Consistent for the remainder of the search
- Relevant to the position



MULTIPLE REVIEW DATES AND SEARCH REPORTS EXAMPLE



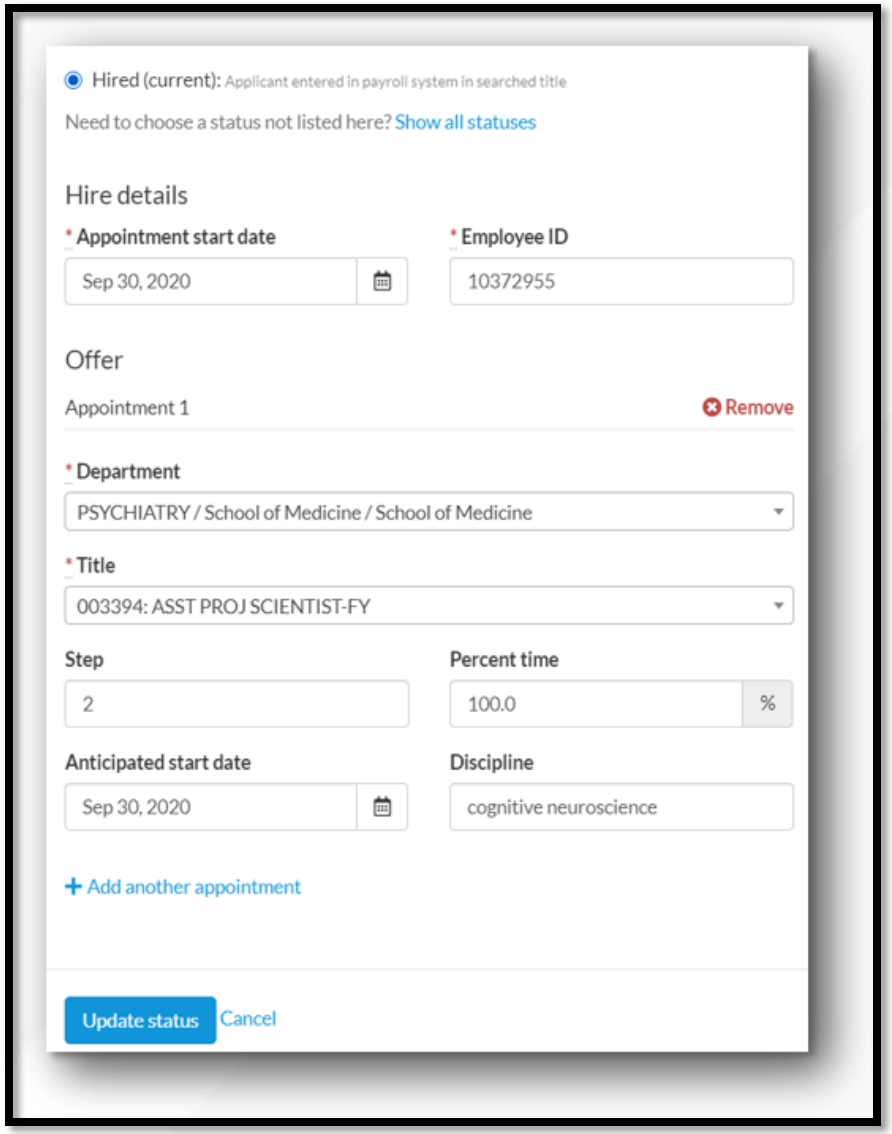
Unsaved workspace | Basic qualifications: Qualified | Edit filters & columns

Mark selected as: Read | Visibility | Basic qualifications | Bulk actions: Send email | Request letters | Disposition | Download files | Wednesday, Aug 17th, 2022

Applicant	Highest degree	Status	Last updated	References	Disposition reasons	Disposition comment
Mead, Margaret Log Download	Ph.D in Medicine Alabama State University 2021-05-10 15:35:51 -0700	Hired by MATTHEW HOEG May 11, 2022 2:56pm	May 10, 2022 3:35pm	Uploaded 1/1 Requested 1 Info supplied 1	Other, please specify	MATTHEW HOEG Dr Mead expressed great interest in collaborating with current departmental faculty and engaged in discussion of current projects. The teaching evaluations exceeded the set standard for the department.
Thompson, Alisia Log Download	Ph.D Central Alabama Community College 2021-05-10 15:35:57 -0700	Proposed candidate by MATTHEW HOEG Aug 17, 2022 4:04pm	May 10, 2022 3:35pm	Uploaded 1/1 Requested 1 Info supplied 1	Other, please specify	MATTHEW HOEG Candidates has demonstrated strong critical thinking strategies for student engagement, mentored multiple graduate students, and is head of multiple groups and committees.
Burke, Winston Log Download	ABD Alabama Aviation and Technical College 2021-05-10 15:35:53 -0700	Interviewed by CARLA SOLOMON Jun 28, 2022 10:59am	May 10, 2022 3:35pm	Uploaded 1/1 Requested 1 Info supplied 1	Interview showed some deficiencies	MATTHEW HOEG Although, they have extensive teaching record, the teaching demonstration did not demonstrate enough critical thinking strategies.
Cole, Theressa Log Download	Ph.D. in Computer Science University of Alabama in Huntsville 2021-05-10 15:35:55 -0700	Recommend for interview by MATTHEW HOEG Aug 17, 2022 4:31pm	May 10, 2022 3:35pm	Uploaded 1/1 Requested 1 Info supplied 1	Other, please specify	MATTHEW HOEG Candidate has extensive teaching record; would like to interview
Emard, Curt Log Download	MS in Law University of Alabama System office 2021-05-10 15:35:59 -0700	Recommend for interview by MATTHEW HOEG Aug 17, 2022 4:04pm	May 10, 2022 3:36pm	Uploaded 1/1 Requested 1 Info supplied 1		MATTHEW HOEG Candidate has extensive teaching record; would like to interview
Schoen, Tyron Log Download	Doctorate in Architectural Technology University of Alabama in Huntsville 2021-05-10 15:36:00 -0700	Complete by applicant	May 10, 2022 3:36pm	Uploaded 1/1 Requested 1 Info supplied 1	Lacks sufficient teaching achievement/potential	
Beahan, Christal Log Download	Doctorate University of Alabama at Birmingham 2021-05-10 15:36:02 -0700	Complete by applicant	May 10, 2022 3:36pm	Uploaded 1/1 Requested 1 Info supplied 1	Lacks sufficient teaching achievement/potential	
Yundt, Kirstin Log Download	Ph.D. in Computer Science University of Alabama at Birmingham 2021-05-10 15:36:04 -0700	Complete by applicant	May 10, 2022 3:36pm	Uploaded 1/1 Requested 1 Info supplied 1	Lacks sufficient teaching achievement/potential	
Kuphal, Natalie Log Download	PhD University of Alabama in Huntsville 2021-05-10 15:36:05 -0700	Complete by applicant	May 10, 2022 3:36pm	Uploaded 1/1 Requested 1 Info supplied 1	Lacks sufficient teaching achievement/potential	

Found 9 matches

SEARCH REPORT - AFTER THE SEARCH REPORT IS APPROVED



PLEASE REMEMBER

- Update the applicant status after search report is approved
- Update hire details with the appointment start date and if you have the employee ID
- Enter offer information of the proposed candidate, this information is editable and can be changed if needed.
- Candidates with multiple appointments, can all be entered at the proposed offer information.

CONCLUDING RECRUITMENTS

SEARCH INFO

Details
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Disposition reasons
Conclusion

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Search outcome

SEARCH REPORT

Select the outcome of this search

When the search is complete, let us know how it went.

Not yet provided

Proposed candidates

These applicants have been put forward as potential hires, and should reach final statuses before this recruitment can be concluded.

Applicant	Status	Appointment start date
No candidates have been marked as proposed candidates		

Recruitment closing

The applicant pool will close on Jun 2, 2020 at 11:59pm when the close date passes • Close pool now

Recruitment conclusion

Conclude recruitment

Not yet concluded. Before concluding the recruitment:

Search outcome must be provided • Add now

I AM DONE, YOU ARE READY TO GO!

What are your Questions?

- Academic Recruitment Process page
  - https://aps.ucsd.edu/recruitment
- Search Committee Manual
  - https://aps.ucsd.edu/_files/oars/Search_Committee_Recruitment_Guide.pdf
- AP Online Recruit Help Technical Guide
  - https://apol-recruit.ucsd.edu/analyst/help

- Questions, contact OARS@ucsd.edu