

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 (0)

General information

[✎ Edit](#)

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

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

Search tracking

[✎ Edit](#)

Search breadth	Open search
Initial search allocation	Newly Allocated

Internal analyst notes

[+ Add](#)

Not yet provided

Contact information

[✎ Edit](#)

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

SEARCH PLAN - POSITION

OPEN Applicants can now apply. [Review current applicants.](#)

[Search info](#)

SEARCH INFO

[Details](#)

Position

[Description](#)

[Requirements](#)

[Qualifications](#)

[Diversity](#)

[Advertisements](#)

[Selection process](#)

[Committee](#)

[Documentation](#)

[Disposition reasons](#)

[Conclusion](#)

TOOLS

[Activity log](#)

[Delete recruitment](#)

Position

Position details [Edit](#)

AD Job location	Not yet provided
AD Salary range	Not yet provided
Anticipated start	Not yet provided
Position duration	Not yet provided
Percent time	Not yet provided
Rank/Step	Not yet provided

Title information **SEARCH PLAN** [Edit](#)

Title codes	001633: LECT-AY-1/9-CONTINUING 001634: LECT-FY
Senate level	Non-Senate ?
Availability cohort	Other Academic Positions ?
AD Position title	Not yet provided ?

SEARCH PLAN - JOB DESCRIPTION

PENDING APPROVAL Recruitment plan is under review. [View approval request \(0/5\)](#)

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Disposition reasons

Conclusion

TOOLS

Activity log

Description

Position description

SEARCH PLAN

Edit

AD The Department of [Fill in the blank] [(optional fill in with department link)] is committed to academic excellence and diversity within the faculty, staff, and student body and has occasional openings for temporary non-tenure track lecturers.

Duties include instruction of courses on topics related to the [Fill in the Blank] and [Fill in the Blank] Studies. Lecturers will work with the program director and affiliated faculty to discuss course content and develop syllabi as needed.

Appointments may be 1 or more quarters based on departmental need. All areas of [Fill in the Blank] will be considered. The 9-month salary and level of appointment are based on qualifications and UC pay scales.

Subsequent applications will be reviewed periodically as teaching needs arise.

Standard text

Standard text is set by your campus admin and will appear in the ad

AD 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, covered veteran status, or other protected categories covered by the UC nondiscrimination policy.

As a condition of employment, you will be required to comply with the University of California [SARS-CoV-2 \(COVID-19\) Vaccination Program Policy](#). All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. Please refer to Appendix F, Section II.C. of the policy for the deadlines applicable to new University of California employees. (Capitalized terms in this paragraph are defined in the policy.) Federal, state, or local public health directives may impose additional requirements.

The University of California prohibits [smoking and tobacco](#) use at all University controlled properties.

The UC San Diego Annual Security & Fire Safety Report is available online at: <https://www.police.ucsd.edu/docs/annualclery.pdf>. This report provides crime and fire statistics, as well as institutional policy statement & procedures. Contact the UC San Diego Police Department at (858) 534-4361 if you want to obtain paper copies of this report.

Needed Information
Academic Title
Hiring Department
Position
Responsibilities
Department Diversity
Statement
Salary Information



SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Search tracking Edit

Search breadth: Don't know

AD Applicants cannot apply to the recruitment because it is not published. When it is, applicants can apply to the recruitment immediately, as it opened on May 31, 2022. <https://apol-recru.ucsd.edu:38858/JPF01237/Preview> Edit Download Advertisement Pending approval (0/5)

General information Edit

AD Name	Matthew Hoeg - test Recruitment
AD Job number	JPF01237
AD Home department	VC-ACADEMIC AFFAIRS / EVCAA

Dates Edit

Format	Review Dates
Academic year	2021/22
AD Open date	5/31/2022 (Tuesday)
AD Initial review date	7/1/2022 (Friday)
AD Final date	4/30/2023 (Sunday)
Days open	334 days

Duplicative Information

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

The screenshot shows a web interface for managing application requirements. On the left is a navigation menu with categories: SEARCH INFO, Details, Requirements, Diversity, Advertisements, Qualifications, Selection process, Committee, Documentation, Disposition reasons, and Conclusion. Below these are TOOLS, Activity log, and Delete recruitment. The main content area is titled 'Requirements' for 'FIRST APPLICANT'. It features a 'References' section with a 'Setup' button and a 'Documents' section with an '+ Add custom' button. The documents list includes:

Document Name	Description	Requirement Status
Curriculum Vitae	Your most recently updated C.V.	Required
Cover Letter		Required
Statement of Research		Required
Statement of Teaching		Optional
Statement of Contributions to Diversity	Applicants should summarize their past or potential contributions to diversity. See our Faculty Equity site for more information.	Required
Misc / Additional		Optional

Each document entry includes 'Edit' and 'Delete' icons. The 'Contact Information only' section indicates '3 required; 0 optional (3 total)' and is 'Visible to all reviewers'.

SEARCH PLAN- QUALIFICATIONS

SEARCH INFO

- Details
- Position
- Description
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- Qualifications**
- Diversity
- Advertisements
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- Conclusion

Qualifications

Basic qualifications (required at time of application) [SEARCH PLAN](#)

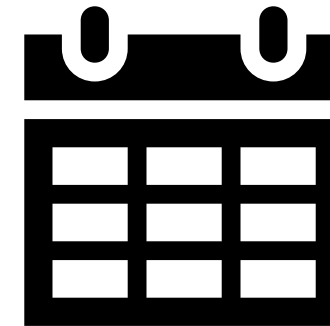
AD Must be ABD in Computer Science or related field at the time of application.

Additional qualifications (required at time of start) [SEARCH PLAN](#)

AD Must possess a PhD in Computer Science or related field by the time of appointment

Preferred qualifications [SEARCH PLAN](#) [Edit](#)

AD Experience conducting special topic seminars.



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

SEARCH PLAN - BENCHMARK AVAILABILITY

SEARCH INFO

- Details
- Requirements
- Diversity**
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TOOLS

- Activity log
- Delete recruitment

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/blomedical 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

The screenshot displays a web interface for managing search plans. On the left is a vertical navigation menu with categories: SEARCH INFO (Details, Position, Description, Requirements, Qualifications, Diversity), Advertisements (Selection process, Committee, Documentation, Disposition reasons, Conclusion), and TOOLS (Activity log, Delete recruitment). The main content area is titled 'Advertisements' and includes a sub-header 'Planned search & recruitment efforts' with a 'SEARCH PLAN' button and an 'Edit' button. A red circle highlights a list of search sources: Department Website, Department LinkedIn, Journals, Networks, and Email Outreach. Below this is a dashed line and the text 'Ads to be posted by OARS:', followed by a list of various job posting websites and social media handles.

SEARCH INFO

- Details
- Position
- Description
- Requirements
- Qualifications
- Diversity

Advertisements

Planned search & recruitment efforts **SEARCH PLAN** Edit

- Department Website
- Department LinkedIn
- Journals
- Networks
- Email Outreach

Ads to be posted by OARS:

- HERCjobs.com
- HigherEdJobs.com
- CircaWorks.com
- 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

Department Outreach Options for Abbreviated Searches

- [Postdoctorals.com](https://www.postdoctorals.com)
- [PhdJobs.com](https://www.phdjobs.com)
- [SciencePositions.com](https://www.sciencepositions.com)
- [UniversityCareers-ucareers.com](https://www.universitycareers-ucareers.com)
- [AcademicJobs.net](https://www.academicjobs.net)
- [DiversePhds.com](https://www.diversephds.com)
- [MinorityPostdoc.org](https://www.minoritypostdoc.org)
- [Black Doctoral Network](https://www.blackdoctoralnetwork.org)
- [National Postdoctoral Association](https://www.nationalpostdoctoralassociation.org)
- [The PhD Project](https://www.thephdproject.org)
- [The Southern Regional Education Board's \(SREB\) Doctoral Scholars Program](https://www.sreb.edu)

SEARCH PLAN - SELECTION PROCESS

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Disposition reasons

Conclusion

TOOLS

Activity log

Delete recruitment

Selection process

✓ Selection criteria [SEARCH PLAN](#) [Edit](#)

Experience teaching first-year composition at a major research university

Experience with the design, research and administration of writing assessments

Experience working with courses that enroll students with a variety of writing preparation

Experience teaching writing courses that investigate issues of equity, diversity and inclusion

Selection plan [SEARCH PLAN](#) [Edit](#)

The search committee will meet and review applicants to consider for an interview. Once the list is complete, candidates will be invited to a brief Zoom call with 3 members of the search committee. These candidates will be reviewed and voted on by the committee, before recommending the top candidate to the dean.

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

Specializations [SEARCH PLAN](#) [+ Add](#)

Format	Ranked list
Applicants pick	1 to 3 specializations
Required	Yes
Options	LTCO 285 Literature and Aesthetic LTTH 210B Introduction to Literary Theory LTEN 272 Cultural Traditions in English LTEN 222 Elizabethan Studies LTCS 250 - Topics in Cultural Studies

SEARCH PLAN - COMMITTEE MEMBERS

SEARCH INFO

Details

Position

Description

Requirements

Qualifications

Diversity

Advertisements

Selection process

Committee

Documentation

Disposition reasons

Conclusion

TOOLS

Activity log

Committee

+ Add members Manage existing members

✓ Core committee SEARCH PLAN + Add

Committee Chair CANDIDATE GOLD
Change role Remove Email

Faculty Editors None • Add one now

Reviewers None • Add one now

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...

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 Request

Approved Approved Plan for Assistant Professor (JPF01145)

Last approver (step 3 of 3)

 Approved by CARLA SOLOMON as the Dean on Oct 2, 2021 at 11:57am
CARLA SOLOMON [Edit approvers](#) [Remove step](#)

[+ Add step](#) [Reorder steps](#)

Comments – 6

Approved [Lecturer \(JPF01145\) \(8/12/2022 at 5:46pm\)](#) as Department Chair
– CARLA SOLOMON • Aug 12, 2022 at 5:46pm

Approved [Lecturer \(JPF01145\) \(8/12/2022 at 5:46pm\)](#) as Affirmative Action Reviewer
– CARLA SOLOMON • Aug 12, 2022 at 5:46pm

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

Approval Request

Changes requested: Approval requested for a Plan for Assistant Professor (JPF01145)

Current approver (step 3 of 4) [Show 2 previous approvers...](#)

Changes requested by CARLA SOLOMON as the Diversity Office Director on Aug 12, 2022 at 5:53pm
CARLA SOLOMON [Edit approvers](#) [Remove step](#) [Make decision now](#)

Please upload your outreach advertisements. [Details](#)

[Notify approvers](#) [Download plan](#)

Upcoming approvers

Approved by CARLA SOLOMON as the Dean on Oct 2, 2021 at 11:57am
CARLA SOLOMON [Edit approvers](#) [Remove step](#)

[+ Add step](#) [Reorder steps](#) Submitted for approval Oct 2, 2021 at 11:56am by CARLA SOLOMON [Edit owner](#) [Cancel approval request](#)

Comments - 13 [Add a comment](#)

Changes requested Lecturer (JPF01145) (8/12/2022 at 5:53pm) as Diversity Office Director
Please upload your outreach advertisements.
Please update your dispositions to reflect the most recent status
Please upload withdrawn documentation.
- CARLA SOLOMON • Aug 12, 2022 at 5:53pm



Open change request

Open

A change was requested by CARLA SOLOMON as the Diversity Office Director on Aug 12, 2022. Do you want to resolve it?

Your comment

Completed

Please upload your outreach advertisements.

Please update your dispositions to reflect the most recent status
Please upload withdrawn documentation.

-CARLA SOLOMON • Aug 12, 2022 at 5:53pm

Add comment

Cancel

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

UC San Diego

**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 SELECTION CRITERIA

STATUS

DISPOSITION
REASON

DISPOSITION
COMMENT

SEARCH
REPORT

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

SEARCH REPORT – DISPOSITION COMMENTS

Selection criteria

SEARCH PLAN

 Edit

Research

- Foci aligned with department
- Lab/field/art methodology
- Opportunities for collaboration

Teaching

- Grad/Undergrad mentoring
- Teaching Evals
- Number of years experience
- Pedagogical methodology

Service

- Contributions to Diversity
- Professional or Field related orgs
- PhD Committees / Advising
- Community Engagement

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

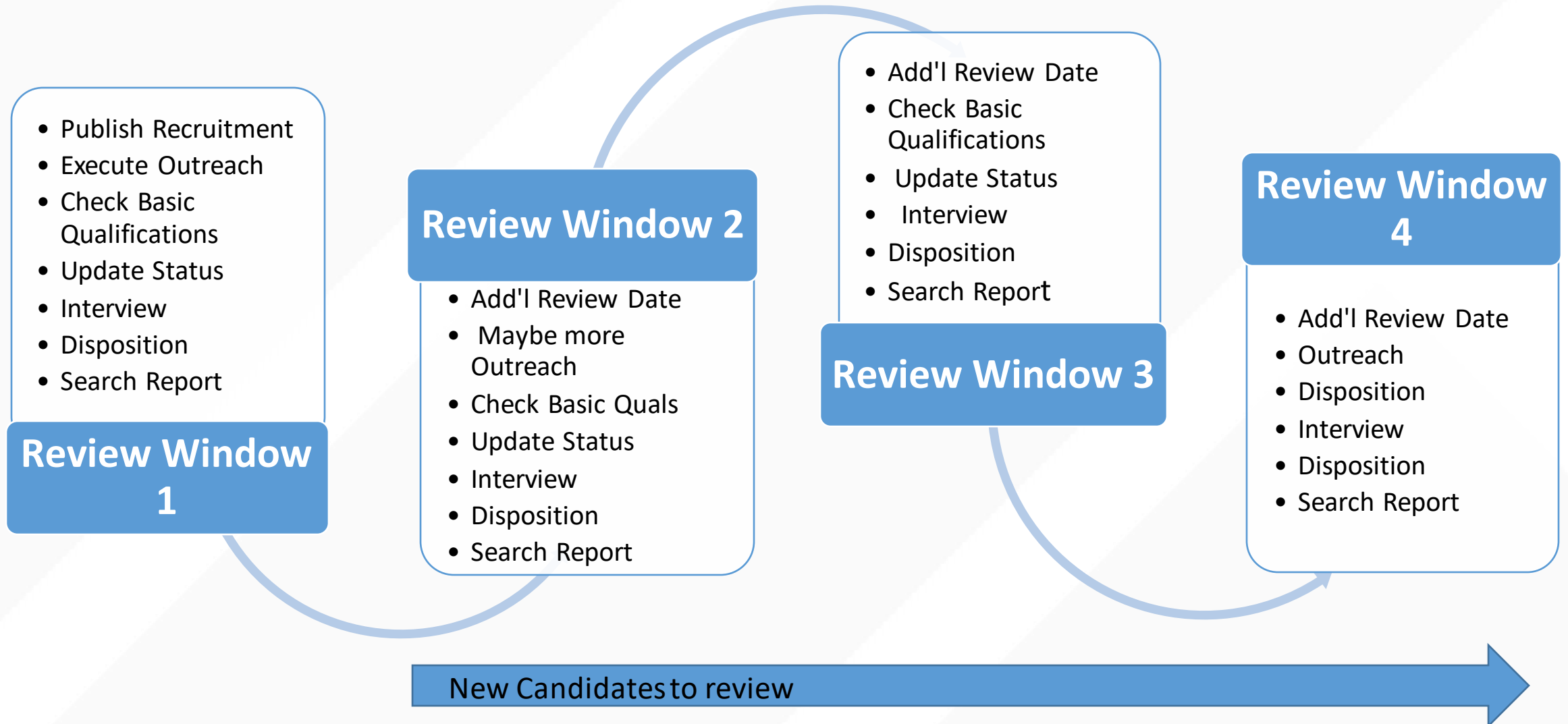
ACTIVE APPLICANT MANAGEMENT

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
RecruitMilitary
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

UC San Diego

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

Selection plan

SEARCH PLAN

 Edit

1. Applications of all candidates will be reviewed by all committee members.
2. The committee will come to a consensus whether to invite the candidate for an interview for further consideration.

Due to small applicant pool, all applicants with completed applications were interviewed.

MULTIPLE REVIEW DATES AND SEARCH REPORTS EXAMPLE

Unsaved workspace Basic qualifications: Qualified Edit filters & columns

Mark selected as: Bulk actions: 📅 Wednesday, Aug 17th, 2022

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

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SEARCH REPORT - AFTER THE SEARCH REPORT IS APPROVED

Hired (current): Applicant entered in payroll system in searched title
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* Appointment start date
* Employee ID

Offer

Appointment 1 ✖ Remove

* Department

* Title

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Discipline

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- 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

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Conclusion

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Conclusion

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
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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