



# SEARCH PLAN REFERENCE GUIDE



## DETAILS

**Name:** Position Title + Department/Area + Specialization  
*Examples:*

- Assistant Professor, Design Lab
- Assistant Professor (Ladder Rank/In Residence) Director of Clinical Genomics and Molecular Pathology

**Search Tracking:** Required for Senate Searches ONLY

- **Salary Control:** FTE Program associated with the search  
*e.g., Advancing Faculty Diversity, Chancellor's Joint Initiative, Joint Search, Growth Funds, Separation Replacement*
- **Search Breadth:** Select one: 'open' or 'targeted' search
- **Initial Search Allocation:** For a newly created position, select 'newly allocated.' For a backfill position, select 'relisted'

**Contact info:** Department Contact

**Links:** Optional link to the department, lab, program, unit, or school.  
Multiple links can be provided.

**Dates:**

When setting dates please factor in a 7-10 business day approval process.

- **Open date:** The date you want applicants to begin applying, and outreach to be published (occurring after final approval).
- **Initial review date:** Marks the closing of the pool of applicants for reviewing. The search committee can review all completed applications up to this date. For a Full search, enter 30 days; for an Abbreviated search, enter 15 days or more after the open date.
- **Additional review date:** This date is added once the initial review date has passed to allow the search committee to review applications completed after the initial review and up to this additional review date.
- **Final date:** When the recruitment is no longer available to applicants. Recruitments can be open for up to one year (365 days). No extensions or additional review dates are allowed after the final date.

## POSITION

**Location:** Location of the position

**Title Codes:** List all potential title codes that a candidate can be hired into.  
*e.g., Assistant, Associate, or Full Professor, HS Clin, Clin X, Adjunct, In-Res*

Tenured searches are separated from all other academic titles due to separate availability data, applicant pools, applications, and terms of employment.

## DESCRIPTION

**Position Description** – should contain the following items:

- The department's commitment to diversity statement
- Overview of what the position will be doing and where it fits within the department/division
- Brief job responsibilities (Key responsibilities)
- Link to the APM of the position series
- May include links to research, projects, or information about the department and campus

## REQUIREMENTS

These are the application materials that an applicant must submit to be considered for review.

**References:** The department can decide which type of references are preferred.

**None:** If none is selected, the applicants will not be asked for any references to complete their application.

**Only contact info:** The applicant must provide the name and contact information of their reference only.

**Letters of Recommendation:** Applicants will need to request their letters of references for their applications to be considered complete unless the department specifies otherwise.

**Documents:** The department can add or edit the documents required. However, all recruitments on UCSD's campus require the Contributions to Diversity Statement.

**Tenured Searches:** An Authorization to Release form for the Institutional Reference Check is required for tenured searches.

## QUALIFICATIONS

**Basic:** The minimum qualifications an applicant must have to be considered for the position at the time of application. The basic qualifications must be objective, relevant, non-comparative, quantifiable, and verifiable.

**Additional:** Throughout the recruitment process for lecturers and tenure track positions, it might be necessary to recruit from academic pools that may not have as much experience as a full professor. This means that they may have not achieved a doctoral/terminal degree at the time that the recruitment has opened, however, throughout the life of the recruitment, it would be a reasonable assumption that they would earn their credential before the intended start date. The additional qualifications account for these types of candidates.

**Preferred:** Qualifications that are desirable skills, experience, or education but are not mandatory.

*Use these examples:*

- **Basic** – “Must possess a Ph.D. or Advancement to Candidacy/ABD in Computer Science or related field with 3 years of programming experience”
- **Additional** – “Must possess a Ph.D. in Electrical or Computer Engineering or related field by the time of appointment.”
- **Preferred** – “Experience conducting special topic seminars.”

## DIVERSITY

**Availability Demographics:** Enter the field of study closest to the position. Multiple fields of study may be used.

Benchmark availability is the number of persons in the US available for employment in the position, expressed as a percentage in each job group.

**Affirmative Action Goals:** These are the underutilized groups that the department wishes to target in its outreach efforts. UCSD is working to advance faculty diversity. Minority, Women, People with Disability, and Veterans need to be checked as goals.

## ADVERTISEMENTS

**Planned Search & Recruitment Efforts:** Analysts must list the outreach resources the department has identified for the search to attract qualified applicants in alignment with the Affirmative Action Goals.

## SELECTION PROCESS

**Selection Criteria:** WHAT the committee is evaluating. Prioritized list of items evaluated and measured by the committee based on materials submitted under the requirements tab. They need to be quantifiable and measurable metrics that are informed by your basic qualifications.

*Example: “Evidence of teaching, research record, content of publications, letters of reference”*

**Selection Plan:** Procedural account of HOW the final candidate(s) will be chosen. This procedure must be followed for all candidates.

*Example: “The search committee reviews all applications; committee identifies shortlisted candidates; conduct phone/video conference interviews; invite candidates for in-person interview; final candidates give campus job talk and meets with department faculty and students. The committee will then propose final candidate(s).”*

**Specializations: (optional)** Used when combining recruitments, fields of study, or departments under one search. This feature allows applicants to self-select specializations that they would be most interested in. These specializations will make it easier for committees to sort applicants.

*Example: “Computer Gaming; Electronic Music Composition; Programming”*

## COMMITTEE

Three or more current academics at/or above the level being recruited. Cannot be a report approver or staff member.

**Approval Workflow:** Once the department analyst completes the Search Plan and submits it for approval, all the required approvers must review and approve the report in sequential order. OARS has pre-set up the assigned approval workflows. Analysts can track the workflow in the approval request.

