

Academic Recruitment Process



What We Will Cover



- **Waivers – What are they and when do you use them?**
- **Open recruitment process.**
- **When you can appoint someone without a recruitment or a waiver.**

What is a Waiver?



A request to hire an individual without conducting an open recruitment.

Guidelines for the waiver process can be found out:

<http://academicaffairs.ucsd.edu/aps/adeo/procedure-2306.html#forms-and-reports>

When is a waiver appropriate?



- **Change in series such as:**
 - Post doc to Proj Sci
 - Proj Sci to Res Sci
- Spousal recruitment/retention
- Specialized/Rare Skill
- Home department transfers
- Unique situations

Change in Series



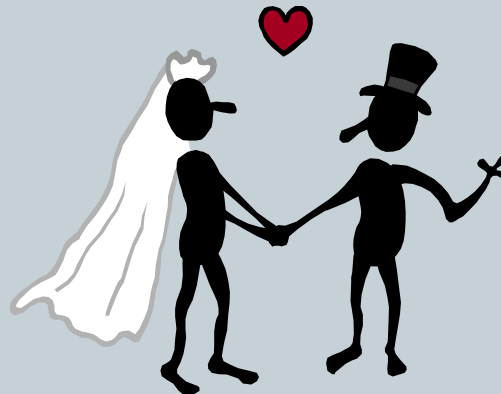
Very common request and should include:

- Job Evolution
- Continuity - work in same unit/lab with the same supervisor.
- No New Position/No Vacancy
- Contribution – integral part of lab
- Only One – applies in cases when there are multiple people with same position, but not all are being proposed for change in series.

Spousal Recruitment/Retention



- Spouse is part of a recruitment effort to a position anywhere on campus.
- Describe issues related to the recruitment (i.e. how the waiver relates to a recruitment).
- Describe background/qualifications of candidate.
- Describe proposed contributions to department.



Specialized/Rare Skill



- Used only for people who possess a skill rare enough that an open recruitment is unlikely to yield any other applicants.
- And it must be demonstrated in the appointment file.
- Also, OADEO does independent research to verify certain facts (so don't lie!)



Home department transfers



- Even if the rank, step, and series stay the same, you still must request a waiver.

Unique Situations



Situations come up that are unforeseen and can often be justified, such as...

- In the course of an open recruitment you ID a candidate that isn't appropriate for the recruitment but you want to hire.
- A candidate comes to you with an innovative idea to strengthen your program.
- An extraordinary researcher is being recruited elsewhere, but indicates interest if the department is willing to hire.
- *Obviously, unique situations are unique. So feel free to ask if you have questions.*

Unique Situations (Cont)



- **KEY** – you must justify why the person is important to your department, why a recruitment would not work (i.e. – an opportunity has come up and you have to seize it), and why the person is qualified for the position.

Issues



- **FTE Waivers**
 - Junior level faculty
- **Funding issues must be addressed**
 - Research Scientists with no funding
- **Waivers for candidates that come out of recruitments sometimes cannot be modified for different series**
- **Square pegs in round holes**

Structure of Waiver



In general...

To: Dean Frieder Seible (for LRF) or
Assoc. Dean Jeanne Ferrante (for non-LRF)
JSOE

VIA: Carla Solomon, Director
Office of Academic Diversity and Equal Opportunity

FROM: Dept/Unit Chair
Department

Re: Request to waive an open recruitment in order to appoint Prof. X

Waiver request text...

Paragraph 1



- State what is requested; for example: *The Department of (X) requests a waiver of the open recruitment process in order to appoint (full name) to the position of (rank, step), at (%) time, at a salary of (\$), effective (date).*
- You *must* include the requested rank, step, salary, percent of effort, and effective date. If the proposed info changes after the fact, we will inform OADEO and then will revise their records.

Paragraph 2



- Describe the skills and qualifications of the individual. If the person is at the junior level, describe the educational background and training that has led this person to the threshold of the proposed appointment. If the individual is at a more senior rank, describe the area of research, the person's national or international reputation in the field, and the uniqueness of skills and knowledge.

Paragraph 3



Provide a justification for hiring the individual without an open recruitment.

Why are we doing this?



Some questions to answer:

- What will this person do for the unit? What functions will the person perform?
- How the skills of the individual be used to perform the function?
- What are the business (i.e., research, teaching) needs of the unit?
- Why is it essential that the unit have someone with the skill set described above?
- Are the skills and qualifications of the individual so unique that no one else could be obtained via an open recruitment to do the job? Explain how or why these skills are so unique. (In other words, fully describe the connection between the unit's business needs, the function of the job, and the skills of the person.)
- For a very senior candidate, how will the skills and qualifications enhance the excellence of the unit and the University?

Routing/Approval



- Email waiver request to adeo@ucsd.edu (pdf)
- cc Mindy and Erin
- Waiver is approved first through OADEO, then the JSOE Dean's Office.
- JSOE AP staff will inform you when the waiver is approved.
- Completed waivers will be signed and will include a waiver number.
- You may not submit the appointment file without the approved waiver.

**UCSD WAIVER OF AFFIRMATIVE ACTION COMPLIANCE
OFFICE OF ACADEMIC DIVERSITY AND EQUAL OPPORTUNITY**

PROPOSAL FOR APPOINTMENT:			
Name: _____	Date: 04/10/12	Ref #: W2389	
Title: Assistant Professor	Dept/Unit: NanoEngineering		
Mo: 9 Step: II	Type of Waiver: General	%Time: 100%	
Begin Date: July 01, 2012	Series Change: CS/PSE		
End Date: June 30, 2014	If PI, agency: NIH		
Ethnicity: Non-Minority	Number: 1JK99CA153935-01		
Ethnic Code: F	Total Salary: \$ 76,800		
Gender: Male	Salary fr Grant: \$ 57,600	%Time: 75%	



JUSTIFICATION:

Consideration of this request is based on the information contained in the attached memorandum dated (no date), from Kenneth S. Vecchio, Professor and Chair, Department of NanoEngineering.

The end date noted above reflects the normal review/reappointment schedule for this position.

This waiver will remain in effect as long as the individual remains in the tenure-track series.



Notes: Partner/Spousal/Retention hire. Engaged to Jennifer Cha who just recently gained tenure.

Post Audit: _____
Date: _____

Reviewed by Office of Academic Diversity and Equal Opportunity:	
Signature: <i>Carla Solomon</i>	Date: 4/26/12
Name/Title: Carla Solomon, Director – Office of Academic Diversity and Equal Opportunity	DB#: 6100
APPROVED:	
Signature: <i>Frieder Seible</i>	Date: 4-30-12
Name/Title: Frieder Seible, Dean, Jacobs School of Engineering	
Revisions to Proposed Information/Notes:	



304945

Open Recruitment



- **Online recruitment plan**
- **Selection process**

Step 1 – Complete Online Recruitment Plan



Hello ERIN [LOG OUT](#)

ACADEMIC AFFAIRS

UC San Diego

[About Academic Affairs](#) | [Faculty](#) | [Staff](#) | [Students](#) | [Visitors & Friends](#)

Search [This Site](#)

[HOME](#) » [ACADEMIC PERSONNEL](#) » [ACADEMIC DIVERSITY AND EQUAL OPPORTUNITY](#) » [RECRUITMENT](#)



Academic Recruitment

[Home](#) | [Submit Recruitment Plan](#) | [Recruitment Plan History](#)

[Submit a Recruitment Plan](#)

Create and submit an academic recruitment plan

[Recruitment Plan History](#)

Review recruitment plan requests

[Assign Roles](#)

Give users in your unit(s) permission to submit recruitment plans

[e-RP Help Manual](#)

[Create a Recruitment Plan](#) | [Recruitment Plan History](#) | [e-RP Help Manual](#)

[Assigned Recruitment Plan Submitters](#) | [Assigned Dean's Office Reviewers](#) | [Assigned Dean's Office Signatories](#) | [Faculty Equity Advisors](#)

Web Modules: [Resource Profiles](#) | [Equity Module](#) | [Action Items](#) | [Academic Recruitment](#) | [Academic Student Employment System \(ASES\)](#)

Accounts: [User Details](#)

Organization: [Unit Details and Role Assignments](#)

Academic Affairs Academic Recruitment version 1.0

This page last modified 7/20/2011 12:51:44 PM

Send questions, comments, and suggestions to: shamilton@ucsd.edu

1

URL:
<http://academicaffairs.ucsd.edu/Modules/Adeo/Recruitment/>

UC San Diego 9500 Gilman Dr. La Jolla, CA 92093 (858) 534-2230
Copyright ©2011 Regents of the University of California. All rights reserved.
[Terms & Conditions](#) | [Feedback](#)

UC San Diego



Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it [here](#).

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

[Hiring Unit\(s\)](#) |
 [Ad Text](#) |
 [Advertising/Outreach](#) |
 [Search Committee](#) |
 [Files](#) |
 [Unit Approval](#) |
 [Review](#) |
 [Help](#)

This section is used to define the division, school, or area and the hiring unit for which this position is being recruited. First, select the division/school/area in which your unit resides. Next, identify your specific unit from the "Hiring Unit" drop-down menu, if applicable.

[If the recruitment is to be jointly undertaken by two units, click here.](#)

IDENTIFY PRIMARY DIVISION/SCHOOL/AREA AND THE HIRING UNIT

Division/School:

Hiring Unit, if any:

Name of Program/Center:

(Optional) If appointment is for a specific program or research center, e.g., Chinese Studies, enter it here.

Internal Identifier:

(Optional) Enter position ID/number, request number, FTE number, or other tracking code if applicable and known. This identifier will be used to help keep track of the recruitment plan and will not appear in the ad text.



|
 |

[Create a Recruitment Plan](#) |
 [Recruitment Plan History](#) |
 [e-RP Help Manual](#)
[Assigned Recruitment Plan Submitters](#) |
 [Assigned Dean's Office Reviewers](#) |
 [Assigned Dean's Office Signatories](#) |
 [Faculty Equity Advisors](#)

Web Modules: [Resource Profiles](#) | [Equity Module](#) | [Action Items](#) | [Academic Recruitment](#) | [Academic Student Employment System \(ASES\)](#)

Accounts: [User Details](#)
 Organizations: [Unit Details and Role Assignments](#)

2

3-1



Academic Recruitment

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it [here](#).

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Hiring Unit(s) Ad Text Advertising/Outreach Search Committee Files Unit Approval Review Help

This section establishes the text that will appear in the UCSD Academic Job Opportunities Bulletin web site.

Academic Title:
Description (Ad Text):

PROFESSOR

e.g., Lecturer with Security of Employment or Lecturer with Potential Security of Employment

Enter a description of the position, including responsibilities, required qualifications, etc. This will appear on the advertisement on the ADEO web site.

Rich text editor toolbar with icons for bold, italic, underline, list, link, etc.

ENTER AD TEXT HERE

3-2

- Salary:
- Closing Date:
- To Apply:

\$100
e.g., Salary is commensurate with qualifications and based on University of California pay scales

04/27/12
e.g., Review of applications will begin (date), and continue until the position is filled.

(Optional) Enter any specific application instructions or contact for inquiries.

ENTER HOW TO APPLY HERE IF IT ISN'T ALREADY ADDRESSED IN THE AD TEXT

Normal HTML Preview Words: 14 Characters: 68

AA-EOE:

- Select one of the following options:
- UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to excellence through diversity.
 - UCSD is an AA/EOE.
 - AA/EOE

Discipline(s)/Area(s) of Interest:

Next | Save Data | Cancel Recruitment Plan

4-1



Academic Recruitment

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it [here](#).

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

- Hiring Unit(s)
- Ad Text
- Advertising/Outreach
- Search Committee
- Files
- Unit Approval
- Review
- Help

In this section, identify all of the advertising and outreach efforts proposed for this recruitment.

Indicate all journals, web sites, listservs, professional organizations/associations to be used to publicize the open position.

1.	<input type="text" value="IEEE"/>	10.	<input type="text"/>
2.	<input type="text" value="PHYSICS TODAY"/>	11.	<input type="text"/>
3.	<input type="text" value="SCIENCE"/>	12.	<input type="text"/>
4.	<input type="text" value="NATURE"/>	13.	<input type="text"/>
5.	<input type="text"/>	14.	<input type="text"/>
6.	<input type="text"/>	15.	<input type="text"/>
7.	<input type="text"/>	16.	<input type="text"/>
8.	<input type="text"/>	17.	<input type="text"/>
9.	<input type="text"/>	18.	<input type="text"/>

Will Notify: Colleagues Departments/Institutions

Notify Via: Phone Letter



Academic Recruitment

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it [here](#).

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

[Hiring Unit\(s\)](#) | [Ad Text](#) | [Advertising/Outreach](#) | [Search Committee](#) | [Files](#) | [Unit Approval](#) | [Review](#) | [Help](#)

Use this section to identify individuals responsible for the search. Each member of the search committee must be a current affiliate of UCSD. Type the person's name (LASTNAME, FIRSTNAME) in the box below and click the "Search" button. When the search results appear, select the appropriate function for the individual from the "Role" drop-down menu, and then click the "Select" link next to the person's name to confirm the entry. Someone must be selected to fill each of the three functions from the "Role" menu, and a person may be selected to serve in more than one function.

- **Search Committee Chair** – The Search Committee Chair must be an academic.
- **Search Committee Member** – The search committee may consist of only one person unless the recruitment is for a professorial or Librarian position. Search committee members must be academic.

1 - Enter the name of individuals you want to serve on the committee here.
LAST, FIRST MI

Action	Role	Name	Title	Department
Select	<input type="text" value="Search Committee Member"/> <input type="text" value="Search Committee Chair"/> <input type="text" value="Search Committee Member"/> <input type="text" value="Search Committee Ex-Officio"/>	SCHROEDER, MELINDA SUE	Sr Admin Analyst	JACOBS SCH. OF ENGINEERING

Name	Title	Department	Role	Action	Remove
STRANGE, ERIN BISSEGGER	Acad Persnl Spec	JACOBS SCH. OF ENGINEERING	Search Committee Chair	Change Role	Remove

3 - The committee will appear here in a list. Use the "Change Role," and "Remove" links if changes occur.

| |

[Create a Recruitment Plan](#) | [Recruitment Plan History](#) | [e-RP Help Manual](#)

[Assigned Recruitment Plan Submitters](#) | [Assigned Dean's Office Reviewers](#) | [Assigned Dean's Office Signatories](#) | [Faculty Equity Advisors](#)

5

2 - They will pop up here, assign their role using the drop down menu and click on "Select."





Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it [here](#).

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

[Hiring Unit\(s\)](#) | [Ad Text](#) | [Advertising/Outreach](#) | [Search Committee](#) | [Files](#) | [Unit Approval](#) | [Review](#) | [Help](#)

In this section, identify the person responsible for approving the recruitment plan for submission (normally, a department chair, or as authority has been delegated). Type the person's name (LASTNAME, FIRSTNAME) in the box below and click the "Search" button. When the search results appear, click "Select" under "Action" to confirm the entry. Click the "Next" button to see an overview of this recruitment plan before it is submitted for unit approval.

1 - Search for the department approver here. Usually this will be the Chair or the MSO.
LAST, FIRST MI

Action	Hiring Unit	Name	Department	Email
Select	Jacobs School of Engineering - Dean of Engineering	SEIBLE, FRIEDER	JACOBS SCH. OF ENGINEERING	fseible@ucsd.edu

Name	Title	Email	Hiring Unit
			Jacobs School of Engineering - Dean of Engineering

| |

[Create a Recruitment Plan](#) | [Recruitment Plan History](#) | [e-RP Help Manual](#)
[Assigned Recruitment Plan Submitters](#) | [Assigned Dean's Office Reviewers](#) | [Assigned Dean's Office Signatories](#) | [Faculty Equity Advisors](#)

Web Modules: [Resource Profiles](#) | [Equity Module](#) | [Action Items](#) | [Academic Recruitment](#) | [Academic Student Employment System \(ASES\)](#)
 Accounts: [User Details](#)

Organization: [Unit Details and Role Assignments](#)
 Academic Affairs Academic Recruitment version 1.0

This page last modified 10/10/2011 6:41:46 AM

Send questions, comments, and suggestions to: shamilton@ucsd.edu

6

2 - They will pop up here. Use the drop down to select the Hiring Unit, and then click "Select."



Recruitment Plan for an Academic Position

This section provides an overview of the recruitment plan before it is formally submitted for unit approval. Please review the details for accuracy and completeness. You may edit the recruitment plan by clicking the appropriate button at the bottom of the page. Click the "Submit" button at the bottom of this section to submit the recruitment plan for unit approval. An e-mail will automatically be sent to the unit head identified below to request a review of this proposed recruitment.

Recruitment Plan Overview

Status:	Not Yet Submitted
Hiring Unit(s):	Jacobs School of Engineering - Dean of Engineering
Academic Title:	PROFESSOR
Discipline(s)/Area(s) of Interest:	ENGINEERING

Ad Text

Academic Title:	PROFESSOR
Description:	ENTER AD TEXT HERE
Salary:	\$100
Closing Date:	04/27/12
To Apply:	ENTER HOW TO APPLY HERE IF IT ISN'T ALREADY ADDRESSED IN THE AD TEXT
AA-EOE:	UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to excellence through diversity.

Advertising/Outreach Efforts

Journals, web sites, listservs, professional organizations/associations to be utilized to publicize the open position:

IEEE
PHYSICS TODAY
SCIENCE
NATURE

Will notify:	Via:
Colleagues	Phone
Departments	E-Mail
	Letter

7-1

Review your information to be sure it is accurate.

7-2

Once you have reviewed all the information, you will "Submit for Review."

At this point the Department Approver will approve, and it will be automatically submitted to OADEO.

EMAIL MINDY AND ERIN ONCE YOU HAVE SUBMITTED FOR REVIEW SO WE CAN TRACK THE PROCESS!!!

NATURE

Will notify:
Colleagues
Departments

Via:
Phone
E-Mail
Letter
Flyer

Other Efforts:

Search Committee

Name	Role	Title	Department	En
STRANGE, ERIN BISSEGGER	Search Committee Chair	Acad Persnl Spec	JACOBS SCH. OF ENGINEERING	eb

Unit Head(s)

Name	Title	Email	Hiring Unit
SEIBLE, FRIEDER	Dean	fseible@ucsd.edu	Jacobs School of Engineering - Dean of Engineering

Action

Comments:



| |

[Create a Recruitment Plan](#) | [Recruitment Plan History](#) | [e-RP Help Manual](#)
[Assigned Recruitment Plan Submitters](#) | [Assigned Dean's Office Reviewers](#) | [Assigned Dean's Office Signatories](#) | [Faculty Equity Advisor](#)
Web Modules: [Resource Profiles](#) | [Equity Module](#) | [Action Items](#) | [Academic Recruitment](#) | [Academic Student Employment System \(ASES\)](#)
Accounts: [User Details](#)

After your recruitment plan has been approved:



- **Department processes vary, but the following should occur:**
 - Place your advertisement.
 - Assist recruitment committee in the process of reviewing applications if necessary.
 - Assist the search chair and committee to prepare evaluation criteria, and Submit the “Search Chair Evaluation Criteria and Process Statement”

Search Chair Evaluation Criteria and Process Statement

SEARCH CHAIR EVALUATION CRITERIA AND PROCESS STATEMENT

[For Ladder-rank Faculty Recruitments – General Campus and SIO]

DEPARTMENT:

Position level and discipline of recruitment:

OADEO recruitment tracking #:

RATIONALE FOR STATEMENT:

The process used to evaluate candidates is vitally important in hiring the best candidate for a position. A search committee will be most effective if all the members agree in advance on the evaluation criteria to be used and the need for a fair, equitable, and defensible selection process.

GUIDELINES FOR THE SELECTION PROCESS:

- **Avoid evaluation bias.** Become knowledgeable about research on bias and assumptions and how they can adversely impact the selection process; strive to minimize their influence.
- **Apply agreed-upon criteria and selection process.** Agree in advance on the evaluation criteria and selection process (including how to handle disagreements during the process). Apply them consistently.
- **Take sufficient time.** Evaluate the entire application of each applicant who meets minimum standards.
- **Get different perspectives.** Have at least two search committee members review each application.
- **Don't rank order immediately.** Assess each candidate using agreed-upon evaluation criteria before determining overall ranking. Ranking of applicants should be derived from evidence-based judgments rather than general impressions.
- **Strive for excellence, not pedigree.** Do not de-select applicants solely on the basis of an affiliated institution; do not select applicants based primarily on who they know.
- **Look for evidence.** Be able to back up statements, opinions, and decisions with evidence in the application.

SUBMISSION:

Submit this document to department staff, who will attach it to the Recruitment Interim Report. The interim report must be approved by the dean before any candidate is invited for an interview.

SEARCH CHAIR STATEMENT:

After discussing the evaluation criteria with your faculty equity advisor, please fill out the information below.

1. Identify the agreed-upon evaluation criteria to be used in evaluating applicants:

- | | |
|---|--|
| <input type="checkbox"/> Potential for (or evidence of) scholarly impact | <input type="checkbox"/> Ability to make a positive contribution to department's climate |
| <input type="checkbox"/> Potential for (or evidence of) research productivity | <input type="checkbox"/> Potential for (or evidence of) contributions to diversity (see "Guidelines to Evaluate Contributions to Diversity") |
| <input type="checkbox"/> Potential for (or evidence of) research funding | <input type="checkbox"/> Potential (or demonstrated ability) to attract and advise graduate students |
| <input type="checkbox"/> Potential for (or evidence of) collaboration | <input type="checkbox"/> Potential (or demonstrated ability) to teach and advise undergraduate students |
| <input type="checkbox"/> Potential for (or evidence of) leadership activities | <input type="checkbox"/> Potential (or demonstrated ability) to be a conscientious university community member |
| <input type="checkbox"/> Other criteria: <input type="text"/> | |

2. Briefly describe the selection process to be used from the stage of initial screening to determining the short list of candidates. A typical example is provided below; please edit as needed to reflect your selection process.

Using the agreed-upon evaluation criteria, all applicant materials, including letters of recommendation, will be independently evaluated by a minimum of two committee members. The committee members will recommend that each candidate be either: a) eliminated from further consideration (rationale to be provided), or b) slated for further evaluation (rationale to be provided). The full committee will meet to review these evaluations and may request further input from department faculty, and will then further assess candidates who have made the first "cut" using the agreed-upon evaluation criteria. After discussion, the committee will narrow down the applicant pool to a short list of candidates. The short list will include those candidates to be invited for interviews as well as those who have a good potential to be interviewed. Department faculty will then be invited to consider the list of candidates and to vote on which individuals to invite for interviews.

3. Contributions to Diversity and the Recruitment Interim Report

For General Campus and SIO recruitments, a Recruitment Interim Report is to be approved before any candidate is invited to campus. The purpose of the report is to identify those candidates on the short list who have job skills and/or experience in diversity-type activities that could be used to enhance the diversity of the campus. To assist the faculty equity advisor and the dean in assessing candidates with this skill set, please list in the space below all candidates on the short list (i.e., those candidates to be invited for interviews as well as those who have a good potential to be interviewed). Indicate those who are definitely proposed for an interview, rank each candidate on a scale of 1 (low) to 5 (high) for contributions (or potential contributions) to diversity, and provide an explanation for the ranking. Candidates' personal statements or C.V.s. may be attached as supporting documentation.

1. Name of Candidate:

Proposed for interview?

Ranking for contributions to diversity [1 (low) to 5 (high)]:

Explanation for the ranking:

2. Name of Candidate:

Proposed for interview?

Ranking for contributions to diversity [1 (low) to 5 (high)]:

Explanation for the ranking:

3. Name of Candidate:

Proposed for interview?

Ranking for contributions to diversity [1 (low) to 5 (high)]:

Explanation for the ranking:

4. Name of Candidate:

Proposed for interview?

Ranking for contributions to diversity [1 (low) to 5 (high)]:

Explanation for the ranking:

For additional candidates, please use the pages following the signature block.

If you have a Digital ID, you may use it in the signature box below. If you do not, please print and sign the form.

Forward the document to your department staff involved in this recruitment effort.

SEARCH CHAIR SIGNATURE:

DATE:

SEARCH CHAIR NAME (print):

Submit “Interim Report”



- CC Mindy and Erin when you submit this report to OADEO
- The report includes documentation of the outreach effort (photocopies of all job postings from journals, Web sites, flyers, letters to colleagues, etc.). It also includes the Search Chair Evaluation Criteria and Process Statement. The Recruitment Interim Report will be signed by the department chair, reviewed by the faculty equity advisor, OADEO, and the dean.
- The department *may not invite candidates* to campus for interviews until the dean has approved the interim report.

SAMPLE

UCSD RECRUITMENT INTERIM REPORT

For Ladder-Rank Faculty Recruitments Only on the General Campus & SIO

Office of Academic Diversity and Equal Opportunity (OADEO)

This report documents the department's outreach effort, the resulting applicant pool, the evaluation criteria and selection process statement, and the resulting short list of candidates.

Department: Jacobs School of Engineering		OADEO Recruitment Plan No: 10-													
Position Title(s): Faculty, Engineering (any department)		Position No:													
Discipline(s)/Area(s) of Interest: Engineering, any		Closing Date:													
Instructions for completing a Recruitment Interim Report (report must be approved by a dean before candidates may be invited for interviews):															
1. Complete the Total Applicant Pool table below. (If you are using <i>Recruit</i> , you can attach the Academic Recruitment Analysis Report instead.)															
2. Complete the Short List of Candidates table below.															
3. Attach outreach documentation (As per the outreach effort proposed in the Recruitment Plan, attach photocopies of all job notices posted in journals, Web sites, emails to listservs and institutions, copies of applicant solicitation letters, etc.)															
4. Attach the Search Chair Evaluation Criteria and Process Statement (dated/signed by search chair; CVs and other forms may be included).															
5. Attach all Personal Statements for all of the short-listed candidates regarding their Diversity efforts.															
TOTAL APPLICANT POOL Complete unshaded areas only. Percentages and totals will be calculated automatically. An applicant is someone who submitted clear evidence of interest, e.g., inquiry letter, curriculum vita.	TOTAL		AFRICAN-AMERICAN		HISPANIC		ASIAN/PAC ISLDR		AMER INDI/ ALSKN NATV		NON-MINORITY		UNKNOWN		
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	
	MEN	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####
	WOMEN	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####
	TOTAL	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####	0	#####
SHORT LIST OF CANDIDATES				Include those candidates to be interviewed as well as those who have a good potential to be interviewed. Use an asterisk (*) to identify those proposed for interview in the "INT" column. Rank each candidate on a scale of 1(low) to 5(high) for "contributions (or potential contributions) to diversity" in the "CD" column.											
	NAME			INT	CD		NAME			INT	CD				
1.	CANDIDATE 1			*	5	8.									
2.	CANDIDATE 2			*	4	9.									
3.	CANDIDATE 3				0	10.									
4.						11.									
5.						12.									
6.						13.									
7.						14.									
DEPARTMENT:															
Prepared by: Erin Strange		Phone Ext: 25086		Fax Ext:		Mail Code: 0403									
Signature of Unit Head: Department Chair										e-mail: estrange@eng.ucsd.edu					
Name/Position of Unit Head (typed): Jeanne Ferrante, Associate Dean, Jacobs School of Engineering										Date:					

You do not need to fill this out. Simply generate the auto report from online recruit.

Candidate Interviews



- **To be done per your department's practice**
 - Invite top candidates for talks/interviews/meeting faculty
 - Search committee to deliberate
 - Top candidate selected

Submit “Selection Report”



- cc Mindy and Erin when you submit to OADEO (adeo@ucsd.edu)
- First to OADEO
- Then to JSOE Dean’s Office
- Then approval back to OADEO/Department
- Then you can submit an appointment file!

SAMPLE

UCSD RECRUITMENT SELECTION REPORT

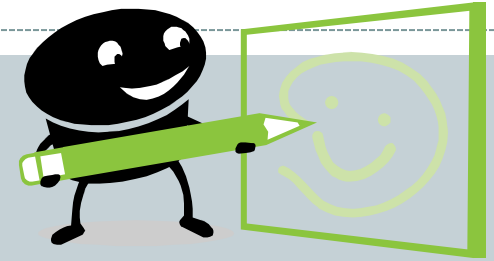
Office of Academic Diversity and Equal Opportunity (OADEO)

This report summarizes the recruitment effort. It shows the selected candidate, the final tally of all applicants, the short list of candidates, and includes the search chair's selection statement (to be attached).

OADEO Recruitment Plan No: **10-**

Department/ORU: Jacobs School of Engineering		Dept Position No:					
Selected Candidate: CANDIDATE A		Gender: M	Ethnic Code: E				
Proposed Rank: PROFESSOR		Step: 1	Begin Date: 7/1/12				
End Date:							
1. TOTAL APPLICANT POOL Complete unshaded areas only. Percentages and totals will be calculated automatically. An applicant is someone who submitted clear evidence of interest, e.g., inquiry letter, curriculum vita.	CODES	(A)	(E)	(B)	(C)	(F)	(U)
	TOTAL	AFRICAN-AMERICAN	HISPANIC	ASIAN/PAC ISLDR	AMER INDI/ALSKN NATV	NON-MINORITY	UNKNOWN
	# %	# %	# %	# %	# %	# %	# %
	MEN	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
WOMEN	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
TOTAL	0 #DIV/0!	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
2. SHORT LIST OF CANDIDATES BY COUNT AND BY NAME, GENDER, AND ETHNICITY The short list should include those candidates who were interviewed as well as those who had a good potential to be interviewed.							
MEN	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
WOMEN	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
TOTAL	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####	0 #####
	NAME	GENDER (M or F)	ETHNICITY (Codes above)	NAME (Attach additional page if needed.)	GENDER (M or F)	ETHNICITY (Codes above)	
1.	CANDIDATE A	M	E	7.			
2.	CANDIDATE B	M	C	8.			
3.	CANDIDATE C	F	F	9.			
4.				10.			
5.				11.			
6.				12.			
3. ATTACHMENTS > For ladder-rank faculty searches on the General Campus and at SIO, attach only the Search Chair Selection Statement (form). > For ladder-rank faculty searches in Health Sciences, attach the Search Chair Selection Statement (form) and outreach documentation. > For recruitments of all other academic positions in any campus area, attach the following documentation: (1) Written, signed statement by the search committee chair describing: a) the selection criteria, b) the selection process, c) how each seriously considered candidate met or did not meet the criteria. (2) Photocopies of all job postings and announcements as posted in journals and on Web sites and distributed via e-mails, listservs, and letters (include distribution list) as proposed in the recruitment plan.							
DEPARTMENT/ORU: Prepared by: Department Contact Phone Ext: Fax Ext: Mail Code: Signature of DEPARTMENT CHAIR e-mail: _____ Date: _____ Organizational Unit Head:							

When you do not need to worry...



- Postdoctoral scholars.
- Non Salaried Appointments.
- Appointments at less than 50% time (unless ladder rank).
- Appointments greater than 50% time but two-quarters or less (AY) or six months or less (FY).
- Visiting appointments.



- Questions?

