

From: ADEO
Sent: Wednesday, September 09, 2015 9:24 AM
Subject: ADEO & Academic Recruitment Updates for August 2015
Importance: High

ADEO & Academic Recruitment Updates for August 2015

The following are updates regarding academic recruitment processes, recruitment plans and AP Online Recruit:

Academic Recruitment Updates: To better serve our UC San Diego users the OADEO team will be visiting different parts of the UC San Diego campus to give a 2-hour info session on the new changes to the academic recruitment process that went into effect on July 1, 2015. These sessions are for existing and experienced Recruit users and will not go into minute detail of the entire faculty recruitment process; the comprehensive Recruit training for new users is being scheduled for the fall. Registration for each training is first come first serve and each of these sessions will have the same content presented by OADEO. To register please log into the UC Learning Center via blink and search "Academic Recruitment Updates 2015"

| <u>Department</u> | <u>Date</u> | <u>Time</u> | <u>Location</u> |
|---------------------|-------------------|-------------|--|
| Health Sciences | Friday 8/28/2015 | 10am-12pm | Conference Room 704 at 1450 Frazee Road. |
| Social Sciences | Wed 09/02/2015 | 10am-12pm | Social Science Building 107 |
| Biological Sciences | Wed 9/9/2015 | 10am-12pm | Natural Science Building 6203 |
| Physical Sciences | Monday 09/14/2015 | 1pm-3pm | 3203 Natural Science Building |
| JSOE | Monday 09/21/2015 | 2pm-4pm | 7307 Jacobs Hall /Engineering Building Unit I (EBU1) |
| Arts & Humanities | Wed 9/30/2015 | 10am-12pm | Literature Building 410 |

Search Committee Manual 2015-2016

Every year OADEO reviews and publishes a new search committee recruitment manual, and distributes it to every search committee per recruitment, in order to provide the most up to date best practices for providing fair and equitable opportunities to applicants and for meeting compliance standards. All individuals involved in the Search Committee and Selection process (Committee Chairs, Reviewers, Additional Chairs, Additional Reviewers etc.) should read the 2015-2016 Search Committee Manual found on our website at:

<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html>

Tenure-Track and Tenured Searches

As discussed throughout the academic year, recruitments for "Assistant, Associate or Full Professor" ranks will now be set up as two separate search profiles. One will specify the "Assistant Professor" position and the other will specify "Associate or Full Professor." This separation will ensure search committees are provided with data which accurately reflects diversity availability, and that applicants are evaluated among peers with the same level of experience; this also allows for complete reporting to UC Office of the President. For additional information, go to

<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html>

More for AY 2015/2016

AP On-Line Training:

- Our comprehensive fall training has been scheduled for **Friday October 30, 2015!** Space is limited and a first come first serve basis. Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center and register.
 - Please use the [SYSTEM TRAINING PAGE](#) on our website for a quick reference to the system in the interim.

Recruitment Waivers

- Please take some time to review the guideline for Academic Recruitment Waivers so we can work together to ensure fair and equitable recruitment processes: <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html>

Recordkeeping:

- Due to our current OFCCP audit which encompasses records from the previous five years **please do not destroy any hiring related documents since 2009 until further notice by OADEO.**

Celebrating Equality

August 26 marked the 95th anniversary of the certification of the 19th amendment in 1920 which gave women the right to vote. The Office of Academic Diversity and Equal Opportunity recognizes and celebrates this momentous marker in history. To learn more click the link! <https://www.nwhm.org/blog/celebrate-equality-day/>

ADEO Newsletter Archive:

View the pdf versions of OADEO Newsletters at: <http://academicaffairs.ucsd.edu/aps/adeo/index.html>

For questions regarding this information, or if you want to **unsubscribe/subscribe**, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements"