

ADEO & Academic Recruitment announcements for February 2015

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

2015-2016 Faculty Career Development Program (FCDP)

The FCDP Call for proposals is up for the new year! Analysts, please pass the word to all Assistant Professors to take a look at our website at:

<http://academicaffairs.ucsd.edu/aps/adeo/equal-opportunity-programs/fcdp.html>

New Applicant Contributions to Diversity (C2D) URL:

The Applicant C2D statement instructions page has been updated and moved to the new Faculty Excellence and Diversity Web site at <http://facultyexcellence.ucsd.edu/c2d/index.html>.

The URL has been programmed into the Recruit system under the "Application Materials" section. Departments may choose to omit the C2D URL in their advertisements.

Employing People with Disabilities:

ADEO has added a resource guide for recruiting and employing individuals with disabilities provided by several government agencies including the Department of Labor. Find it at:

<http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html>

Open Until Filled (OUF)/Initial Review Date (IRD) Recruitments:

When opening an Open Until Filled recruitment, your applicants will be able to change their application materials ONLY until the next review date. IE; An applicant applies on 11/15/14 and the first Review date is 11/17/14. When the review date is reached, your 11/15/14 applicant will no longer be able to change his or her application materials, even if the Final Closing Date is 12/10/14. A new review date must be entered if a selection is not made from the first batch of applicants. When an initial review date is reached, all applications must be marked as Meets Basic Qualifications, Does Not Meet Basic Qualifications or Unknown. Only those applications marked Meets Basic Qualifications will be visible to your search committee members.

Source: APOL-Recruit homepage updates: <https://apol-recruit.ucsd.edu/analyst>

Selection Report Audit:

OADEO has completed an internal audit of our SR records for AY 2012-13 and 2013-2014. All completed Selection Reports in our office have been uploaded to their respective APOL-Recruit profiles. Departments and Deans offices can also upload their final approved Selection Reports directly onto Recruit

Uploading Selection Reports:

To **ALL** departments, please upload all final approved selection reports with the Dean's signature on APOL-Recruit.

1. Final selection reports for each candidate should be named accordingly:
10-XXX_CandidateLastName_CandidateFirstName_SR_APPROVED
2. Log into APOL-Recruit and locate recruitment
3. Click on the Documentation Tab on the left side navigation bar

4. Next to Letters and Memos click "upload"
5. Click "browse" and navigate to the SR file location, select which SR to upload, click "open"
6. Add description and comments as necessary in Recruit
7. Click "Upload File"

** Please note: APOL-Recruit only supports PDF, TXT, or images under 10MB in this section **

Recruit User Audit:

OADEO has completed an audit of APOL-Recruit users and contacted departmental DSA's for confirmation of user access. If you need to re-activate or update your Recruit access, please contact your department DSA.

2014-2015 job advertising/outreach advertising for faculty recruitments

In collaboration with the Office of the Vice Chancellor for Equity, Diversity and Inclusion, the Office of the Executive Vice Chancellor for Academic Affairs has secured continuing and additional institutional advertising agreements with the following resources for December 1, 2014-November 30, 2015:

- Higher Education Recruitment Consortium (HERC)
- Diverse Education / DiverseJobs.net

These resources provide advertising that complies with Office of Federal Contract Compliance Programs requirements; demonstrates broad outreach efforts to diverse jobseekers and increases applicant-pool diversity. The EVCAA and VCEDI offices have underwritten 100% of the cost of these institutional agreements, and there is no additional cost to the departments for using them.

Please include these advertising/outreach resources in all academic recruitment plans, along with your department's own diversity and discipline-specific outreach advertising.

Black/African-American History Month:

The office of Academic Diversity and Equal Opportunity recognizes and celebrates the rich culture, history, and contributions of the Black/African-American community. To learn more, please visit: <http://www.africanamericanhistorymonth.gov/about.html>

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"