

**From:** Jesse Hurtado  
**Sent:** Friday, September 25, 2015 8:43 AM  
**Subject:** ADEO & Academic Recruitment Updates for September 2015

## ADEO & Academic Recruitment Updates for September 2015

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

**Academic Recruitment Updates:** The OADEO team will continue visiting UC San Diego departments 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 experienced Recruit users and will not go into minute detail of the recruitment process 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 <a href="#">Jacobs Hall /Engineering Building Unit I (EBU1)</a>
Arts & Humanities	Wed 9/30/2015	10am-12pm	<a href="#">Literature Building</a> 410

### Academic Personnel: Academic Recruitment Training!

- ADEO will be conducting a comprehensive training for the new academic recruitment process on **Friday October 30, 2015 with limited space!** Please search "Academic Personnel: Academic Recruitment" in the UC Learning Center to register.
  - **CHANGE IN LOCATION: [Applied Physics and Mathematics Building \(Click for map\)](#) Room 6402, Halkin Room**
  - Please use the [SYSTEM TRAINING PAGE](#) on our website for a quick reference to the system in the interim.

### Diversity Advertising:

As of September 1, 2015 all UCSD faculty job postings are, once again, being posted to America's Job Exchange (AJE). UCOP has contracted with AJE to provide system-wide OFCCP compliant diversity outreach targeting veterans, individuals with disabilities and underrepresented minorities. For more information about AJE go to <http://www.americasjobexchange.com/about-us> Please add AJE as an outreach effort for all academic recruitments in APOL-Recruit.

### Recruitments

Recruit can now scope Search Reports to review periods, allowing you to record which applicants were evaluated before proposing a hire or closing a recruitment. In the future, this will allow us in to require disposition reasons for all applicants completed in the selected review period.

### Basic Qualifications-Everybody Needs One:

Qualifications are objective, non-comparative, relevant, and verifiable criteria that are advertised to applicants and used to move applicants into the qualified pool for consideration by the Search Committee. For more information on Basic Qualifications, go to [https://apolrecruit.ucsd.edu/analyst/help/manage\\_recruitments#qualifications](https://apolrecruit.ucsd.edu/analyst/help/manage_recruitments#qualifications)

### What's Your Recruitment Type?

Faculty recruitments come in two types: Open/Close/Final or Open Until Filled (IRD). Open/Close/Final type is best for a one-time search that will complete when the vacant spot(s) are successfully filled. Open Until filled (IRD) type is for long-running searches in which pools of applicants are gathered and evaluated at different times. Both types have stated application deadlines and neither can exceed 365 days. For more information on types of recruitments go to [https://apolrecruit.ucsd.edu/analyst/help/manage\\_recruitments#ocf\\_or\\_ird](https://apolrecruit.ucsd.edu/analyst/help/manage_recruitments#ocf_or_ird).

Every year OADEO reviews and publishes a new search committee recruitment manual, and distributes it to every search committee per recruitment. All individuals involved in the Search Committee and Selection process (Committee Chairs, Reviewers, Additional Chairs, Additional Reviewers etc.) are encouraged to read the 2015-2016 Search Committee Manual found on our website at: <http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html>

### **More for AY 2015/2016**

#### **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.**

#### **ADEO Audit**

- We are in the beginning stages of conducting an audit of all recruitments currently on Recruit to ensure that all completed searches are accordingly marked and inactive. Please update your searches to the most current status, including dispositions and initial search outcomes.

#### **Month of Diversity:**

September marks Hispanic Heritage Month, spanning from 09/15 through 10/15, in which eight different Latin American countries celebrate their independence. September also marks many Jewish holidays such as Yom Kippur and Rosh Hashanah. OADEO recognizes and celebrates the contributions to history and the UCSD community by these people groups. To learn more please click the links! <http://www.hispanicheritagemonth.org/>  
<https://www.hebcal.com/holidays/2015-2016>

#### **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](mailto:adeo@ucsd.edu), subject line "ADEO & Academic Recruitment announcements"