ADEO & Academic Recruitment Updates for July 2015

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

Academic Recruitment Process –PAPERLESS!

With thanks to our early adopters and field testers the Office of Academic Diversity and Equal Opportunity (OADEO) is proud to announce the rollout of a single campus wide paperless recruitment process! This will continue to streamline academic recruitment administration while improving transparency, efficiency, and compliance and as we begin the 2015-2016 recruitment season; we are now One Campus, using One Process, and utilizing One System:

- Elimination of e-Recruitment Plan (e-RP) recruitment plans.
- Elimination of Interim Reports and Selection Reports.

Academic recruitment processes that are currently transacted on AP On-line Recruit (Recruit) will continue, including the submission of Search Plans, Shortlist and Search Reports. The administrative functions of Reviewing, Endorsing, Approving, and the Signature Authority will now be conducted electronically on Recruit.

Additional communications regarding changes and role-specific instructions have been emailed to individuals with Recruit access prior to July 1st and are also available at http://academicaffairs.ucsd.edu/_files/aps/adeo/Paperless%20Process%20Highlights.pdf. For Recruit access please contact your DSA.

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; this also allows complete reporting to UC Office of the President and other outside agencies. 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:
  - Training videos are now available on the System Training Page http://academicaffairs.ucsd.edu/aps/adeo/recruitment/System-Training.html. In person training dates are to be determined. You are encouraged to refer to the training videos in the interim.
  - The updated 2015-2016 UCSD APOL-Recruit Training manual is available on the OADEO site at http://academicaffairs.ucsd.edu/aps/adeo/recruitment/system-training.html.
  - Search Plans on Recruit have been updated with additional sections. The Qualifications (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#qualifications) and Selection Criteria (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#selection_process) section must be completed and submitted in the Search Plan for timely review and approval.
- Recordkeeping:
  - Although UC San Diego's record retention policy states that files must be kept for five years, departments are hereby instructed to retain all recruitment records for any hiring actions that have occurred after 2009. This is due to our current OFCCP audit which encompasses records from the previous five years. **Please do not destroy any hiring related documents until further notice by OADEO.**

July is a month of Independence

This year, July 26th marks the 25th anniversary of the Americans with Disabilities Act which guarantees certain rights — and increased independence — to our compatriots with physical and intellectual disabilities. OADEO recognizes and celebrates the contributions to history and to the UC San Diego community by individuals with disabilities.
Click here to learn more!

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"