From: Jesse Hurtado
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Subject: ADEO & Academic Recruitment Updates for November 2015

ADEO & Academic Recruitment Updates for November 2015

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

Annual Recruit Records Audit

ADEO is auditing previous AY recruitments for activity and completion; analysts will be contacted to provide an update on the recruitment status and asked to update or inactivate. Please update the status of your recruitments by logging into Recruit, entering the most recent status of applicants and inactivating closed searches. Directions on how to disposition and close searches on Recruit are located at the following links:

- Manage the applications, Update applicant status
  - https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
- Initial Search Outcome
  - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#initial_search_outcome
- What to do when a search is complete
  - https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate

NEW FAQ PAGE

OADEO has recognized a need from various departments across campus for similar information regarding faculty recruitment and the APOL-Recruit system. Considering wide breadth of information housed on our website regarding these topics, we're compiling a list addressing the most commonly asked-about issues in a short answer format with links to pages within our site that expand upon the information. We plan on launching this page soon!

Split Appointments:

The APOL-Recruit team has just released a new feature on APOL-Recruit that allows the analyst to input multiple departments for a "split appointment" when creating a Search Report for the Proposed Candidate. The radio buttons and fields are quite easy to use but we are in the process of updating our training materials and APOL-Recruit manual to reflect this much-needed enhancement. Please contact us as adeo@ucsd.edu if help is needed before the trainings can be updated. Thank you for working with us!

Faculty Career Development Program AY 2016-2017

Every year the Executive Vice Chancellor of Academic Affairs implements the FCDP to support our junior faculty in their effort for advancement to a tenured level. The call for applications for the FCDP will begin January 2016!

APOL-Recruit Enhancements

It has come to our attention that a number of enhancements and modifications to the APOL-Recruit system have gone live without advanced notice to our users. While APOL-Recruit is a system in development across all UC campuses our OADEO team does their very best to notify our UC San Diego users of any modifications that directly affect their use of the system. We apologize for any oversight and will continue to strive for more advanced notice of significant changes to the system. Please see the APOL-Recruit News Page for more frequent updates. https://apol-recruit.ucsd.edu/analyst

Rankings Report of Contributions to Diversity Statements

Under direction of the EVC, Suresh Subramani, evaluation of the Contributions to Diversity Statement will continue to be a part of the academic recruitment process for UC San Diego. Please click the link to our Evaluating Applications in Recruit page on the ADEO website for instructions on how to implement this in our paperless process.
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/eval-app.html

Tenured/Non-Tenured Searches and Joint Advertisements

At the start of AY 15-16 ADEO announced that, in order to better meet open search compliance standards, Tenure-track and Tenured searches must have separate search profiles on APOL-Recruit. To clarify, while the recruitment needs separate entries on the Recruit system, **there can be a single ad with separate URLs,** one pointing to the tenure track position and another pointing to the tenured position, this is referred to as a **"joint ad."** Please view the rest of our **guide to faculty recruitment profiles and advertisements here:**
http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html
http://academicaffairs.ucsd.edu/sso/aps/adeo/Recruitment_Plans_101.mp4 (SSO protected)

Appointing a Search Committee

While department chairs may serve as a search committee member, they are asked to refrain from serving as a search committee chair for a departmental search. Please view our guidelines and preparation tips for search committees here: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/search-committee.html

Applicant Visibility

Applicants with incomplete applications are not visible by any individual involved with the evaluation of applicants or approval of the reports associated with the recruitment. Solely the analyst and the Faculty Equity Advisor can view these applications; this is to prevent biased evaluation of other applicants and streamline the selection process. Please see page 40 of the Recruit Manual for more info http://academicaffairs.ucsd.edu/_files/aps/adeo/RecruitHelpManual.pdf

Applicant References

Please review the more closely defined guidelines for how requiring a Letter of Reference affects a recruitment under the Optional Faculty Advertisement Components drawer in the page linked below. http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/ad-text.html

Diversity Advertising:

- As of September 1, 2015 **all UC San Diego 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. This is in addition to the faculty positions already being posted on Diverse Jobs and HERC sites.
    - 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.
- Please review the other outreach resources and tips under the Strategize drawer in the Outreach section of the Recruitment Procedures page of the OADEO website: http://academicaffairs.ucsd.edu/aps/adeo/recruitment/procedures/outreach-plan.html
- As a HERC member benefit, UC San Diego may now receive **a discounted rate from the Chronicle of Higher Education** and ChronicalVitae. http://bit.ly/1HuJdhu

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.**

Native American Heritage Month

The UC San Diego Office of Academic Diversity and Equal Opportunity recognizes and celebrates the rich culture and history of the First Nations people and their contributions to the establishment and growth of the U.S. To learn more about Native American Heritage Month please click the link. http://nativeamericanheritagemonth.gov/

Veterans Day

OADEO recognizes and thanks our veterans for their sacrifice and commitment to the common good and safety of our Nation. To learn more about the history and significance of Veterans Day please click the link http://www.va.gov/opa/vetsday/vetdayhistory.asp

ADEO Newsletter Archive:

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