From: Turner, Michael
Sent: Tuesday, June 30, 2015 3:10 PM
Subject: Reviewers Process
Importance: High

Reviewers Communication

In preparation for the 2015-2016 AY recruitment season; the Office of Academic Diversity and Equal Opportunity (OADEO) will continue to streamline academic recruitment administration while improving transparency, efficiency, and compliance. Effective July 1, 2015, academic recruitments will be completely paperless and the following changes will be in effect:

- Elimination of e-Recruitment Plan (e-RP) recruitment plans.
- Elimination of Interim Reports and Selection Reports.
- One process for all campus recruitments.

Academic recruitment processes that are currently accomplished 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.

These changes will automatically take place on July 1, 2015 and do not require any additional action on your part. Role-specific changes for reviewers are listed out below.

Personal Note
Jot a personal note to yourself about the applicant's qualifications.

- While not shared with any other user, personal notes are part of the electronic record.

Public Comments
Unlike personal notes, reviewer's comments are displayed to the rest of the search committee.

- Commenter's name appears along with the comment.
- Type or update your comment in the box provided and hit save.
- To remove your comment, click "Edit". Then clear all your text in the comment box and save it.
- One comment is permitted per applicant. You may return to add more text but it is still considered one comment.

The following information provides additional training and communication for REVIEWERS:

- Search Chairs & Search Committee Members Guide to Faculty Recruitment.
- The following are links to the Reviewers primary functions in the recruitment process:
    - APOL- Recruit Training Videos http://academicaffairs.ucsd.edu/aps/adeo/recruitment/system-training.html
    - Accessing RECRUIT http://academicaffairs.ucsd.edu/aps/adeo/recruitment/system-training.html
    - Reviewing an application https://apol-recruit.ucsd.edu/analyst/help/review_applications#reviewapp