OADEO

UCSD e-RP Help Manual

Version 1.00001 (8/12/10)

University of California, San Diego

OADEO

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I. General Information

A. What is AP On-Line *e-RP*?

AP On-Line Recruitment Plan (*e-RP*) is an electronic program to process and approve recruitment plans for open academic positions.

B. Who will have access to AP On-Line *e-RP*?

Only those individuals who have one of the following assigned roles are allowed to access and participate in *e-RP*:

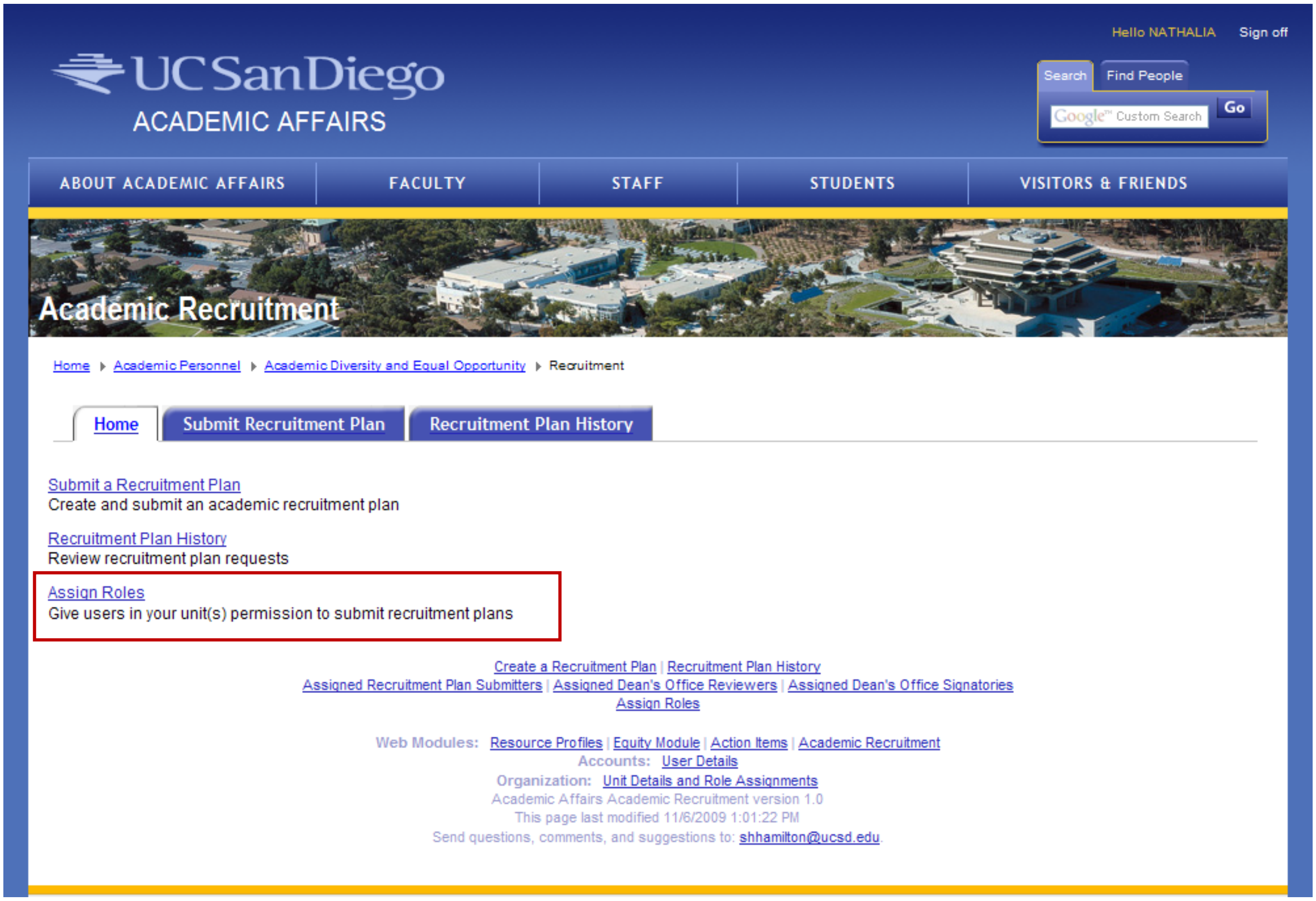
Roles	**Definition**
MSO/DBO	The MSO/DBO has the responsibility to assign all persons within the department who may create and change recruitment plans. Such personnel will most likely be the department academic personnel analyst who will serve in the role of Recruitment Plan Submitter. An additional individual may be assigned in the same role to serve as a back-up. See guideline for these actions below.
Recruitment Plan Submitters (academic personnel analyst and unit head)	• The analyst will create the plan in *e-RP* in preparation for review by the department chair. • The head of the recruiting/hiring unit, e.g., the chair of an academic department, will review and approve the plan in *e-RP* at the unit level and submit the plan to OADEO. For academic departments, *e-RP* includes a default by which the department chair is automatically identified as the head of the unit and approver. For other units, e.g., a college, an ORU, etc., the staff will need to identify the name of the unit approver. At the discretion of the department chair, the responsibility of unit approver may be delegated to another person in the department, for example, the vice chair, the MSO, or the department academic personnel analyst.
OADEO Reviewer	The Administrative Specialist in OADEO has the role of doing the initial examination of the recruitment plan.
OADEO Endorser	The Director of OADEO has the role of reviewing and endorsing the recruitment plan for review and approval by the dean's office.
Faculty Equity Advisor (FEA Reviewer)	The FEA reviews the recruitment plan for ladder-rank faculty searches, and as may be appropriate, interacts with the department chair, the search committee, and/or the dean. OADEO provides clearance for FEAs to access *e-RP*.
Dean's Office Reviewer	Staff in a dean's office will assume the role of reviewing the recruitment plan before forwarding it to the dean for final approval. OADEO provides clearance for reviewers in the deans' offices to access *e-RP*.

Final Approver	The dean has the role of giving final approval of the proposed recruitment plan. At the discretion of the dean, this responsibility may be delegated to another person in the dean’s office. OADEO provides clearance for the dean to access *e-RP*.

II. MSO Instructions

A. Guidelines for MSO/DBOs to make a role assignment of Recruitment Plan Submitter

1. Use your UCSD Single Sign-On to go to the home page of *e-RP*.
2. Click the "Assign Roles link.


Hello NATHALIA
Sign off
UC San Diego
ACADEMIC AFFAIRS
Search
Find People
Google Custom Search
Go
ABOUT ACADEMIC AFFAIRS
FACULTY
STAFF
STUDENTS
VISITORS & FRIENDS
Academic Recruitment
Home ▸ Academic Personnel ▸ Academic Diversity and Equal Opportunity ▸ Recruitment
Home
Submit Recruitment Plan
Recruitment Plan History

Submit a Recruitment Plan
Create and submit an academic recruitment plan

Recruitment Plan History
Review recruitment plan requests

Assign Roles
Give users in your unit(s) permission to submit recruitment plans

Create a Recruitment Plan | Recruitment Plan History
Assigned Recruitment Plan Submitters | Assigned Dean's Office Reviewers | Assigned Dean's Office Signatories
Assign Roles
Web Modules: Resource Profiles | Equity Module | Action Items | Academic Recruitment
Accounts: User Details
Organization: Unit Details and Role Assignments

Academic Affairs Academic Recruitment version 1.0
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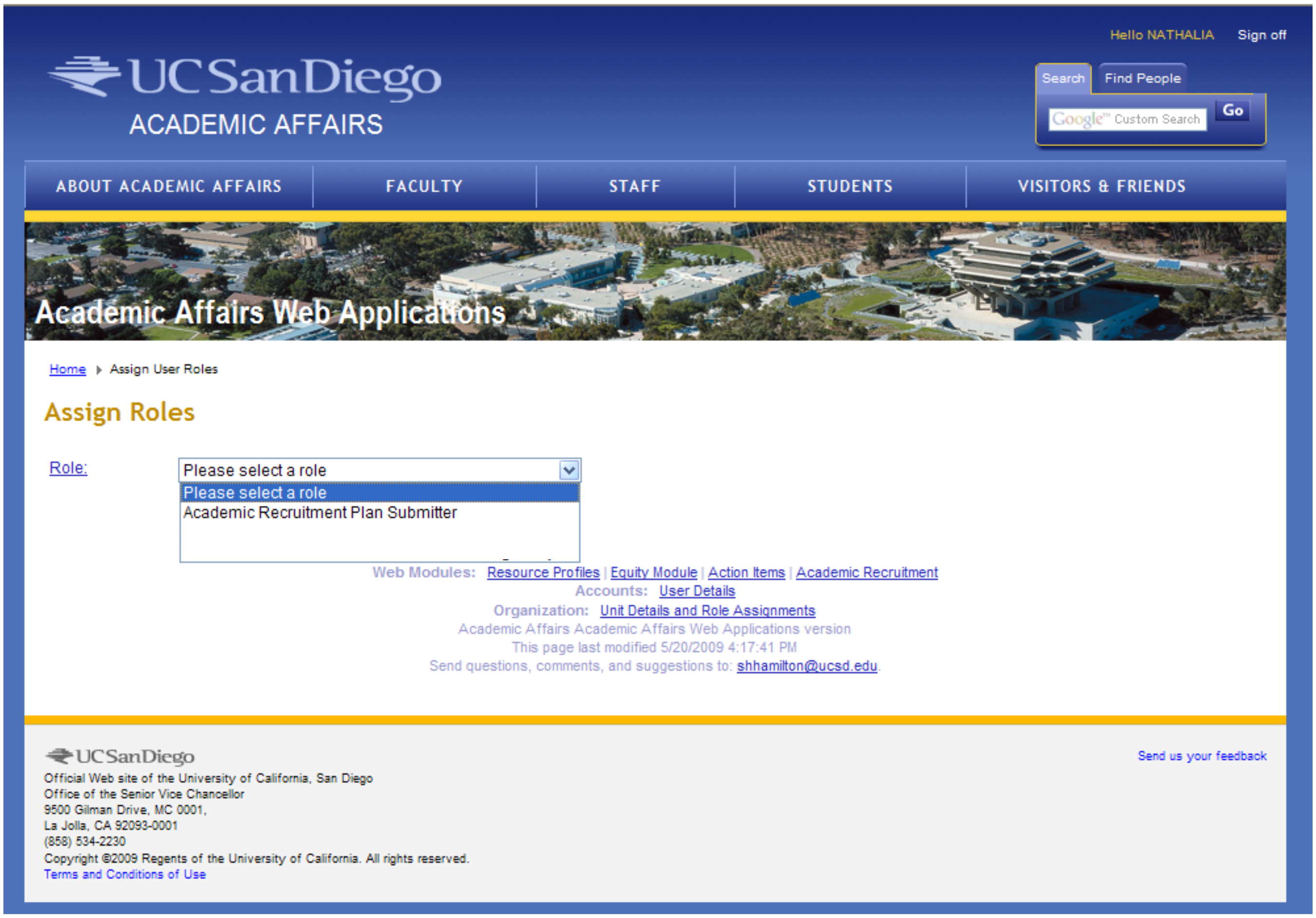
3. On the Assign Roles Web page, select the Academic Recruitment Plan Submitter from the drop down menu.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Academic Affairs Web Applications
Home
Assign User Roles

Assign Roles

Role: Please select a role

Please select a role
Academic Recruitment Plan Submitter

Web Modules: Resource Profiles | Equity Module | Action Items | Academic Recruitment
Accounts: User Details
Organization: Unit Details and Role Assignments
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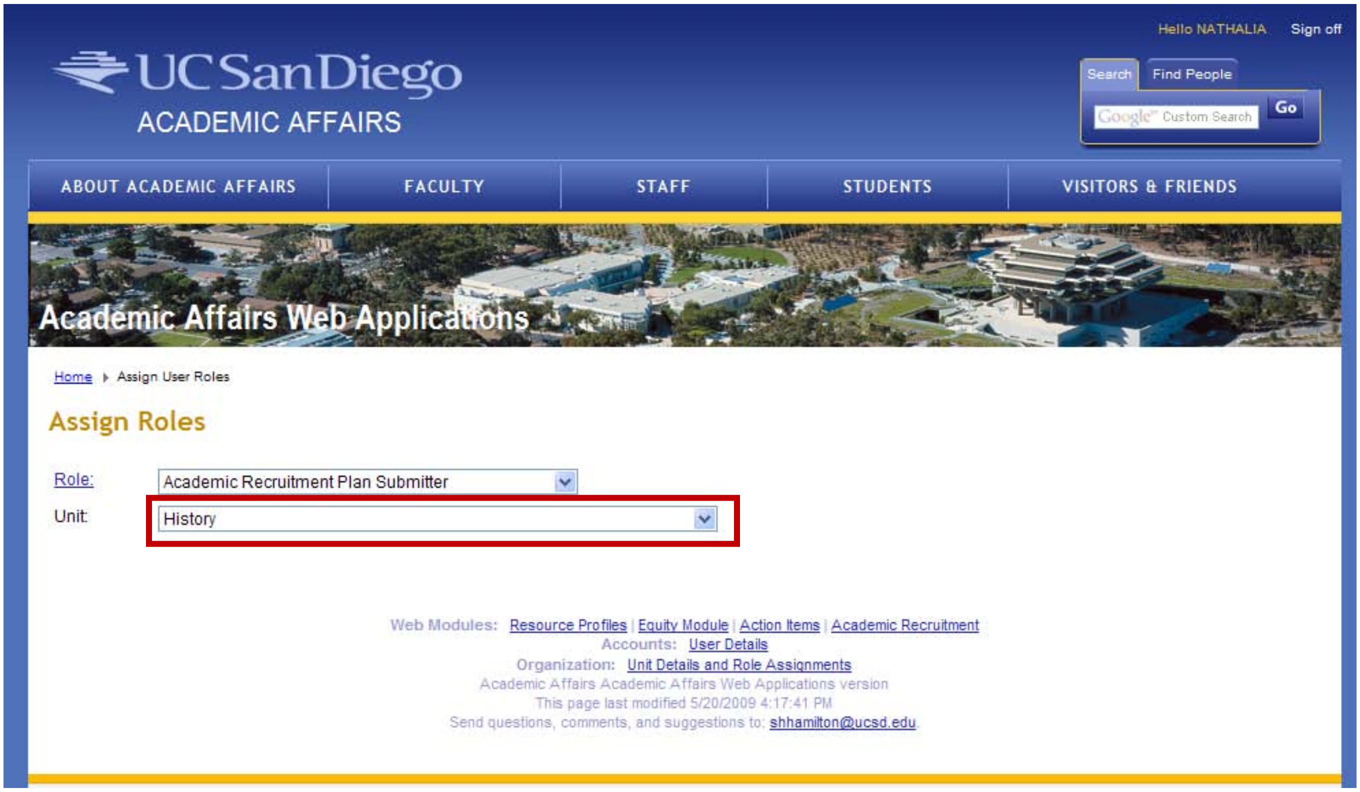
4. Choose the unit (department, division, ORU, program, etc.) you wish to assign to a particular Recruitment Plan Submitter.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Home
Assign User Roles

Assign Roles

Role: Academic Recruitment Plan Submitter

Unit: History

Web Modules: Resource Profiles | Equity Module | Action Items | Academic Recruitment
Accounts: User Details
Organization: Unit Details and Role Assignments
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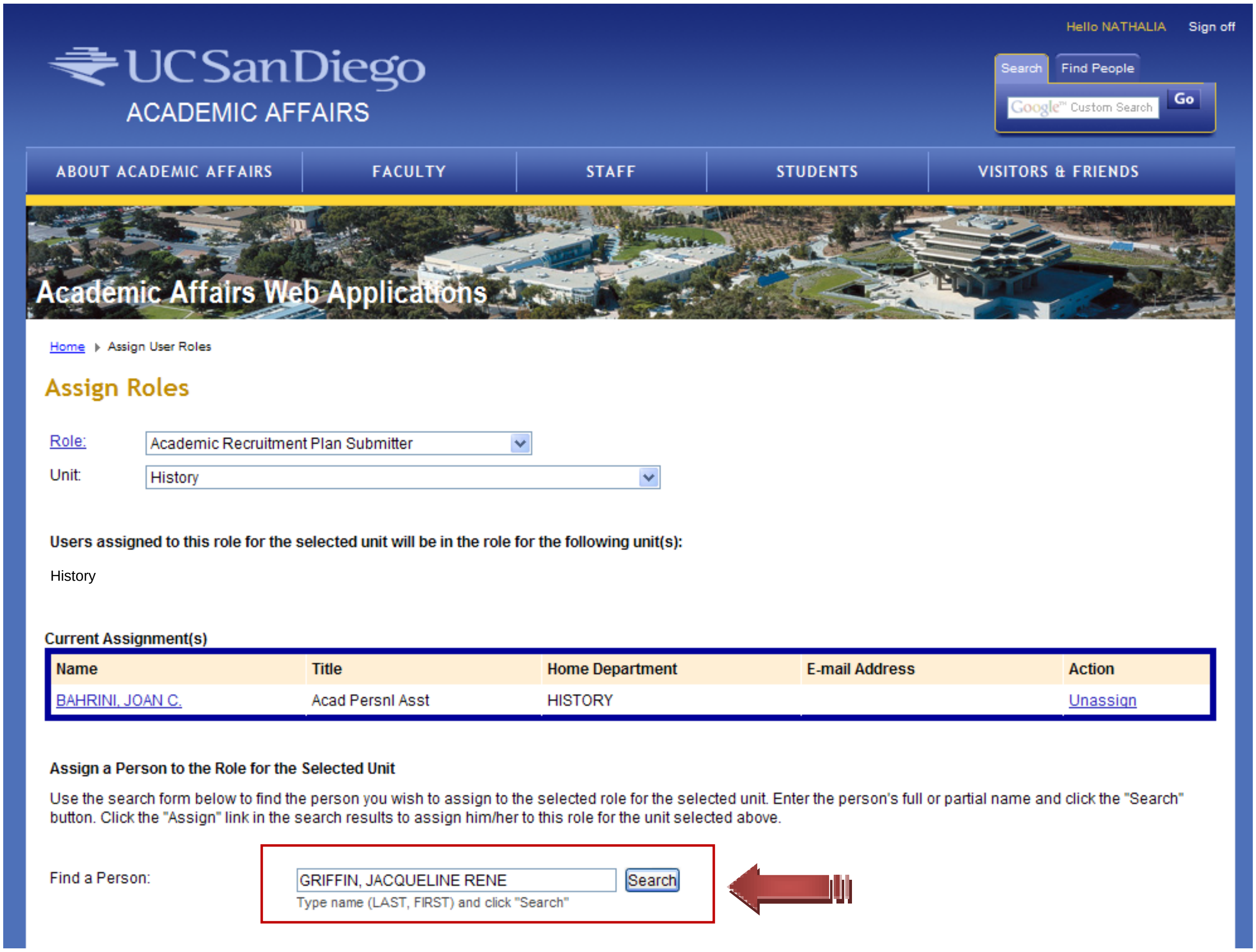
5. In the search box for Find a Person**,** type in the last name and a few letters of the first name of the person you wish to assign as a Recruitment Plan Submitter. Click the Search button.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Academic Affairs Web Applications
Home
Assign User Roles

Assign Roles

Role: Academic Recruitment Plan Submitter

Unit: History

Users assigned to this role for the selected unit will be in the role for the following unit(s):

History

Current Assignment(s)

Name	Title	Home Department	E-mail Address	Action
BAHRINI, JOAN C.	Acad Persnl Asst	HISTORY		Unassign

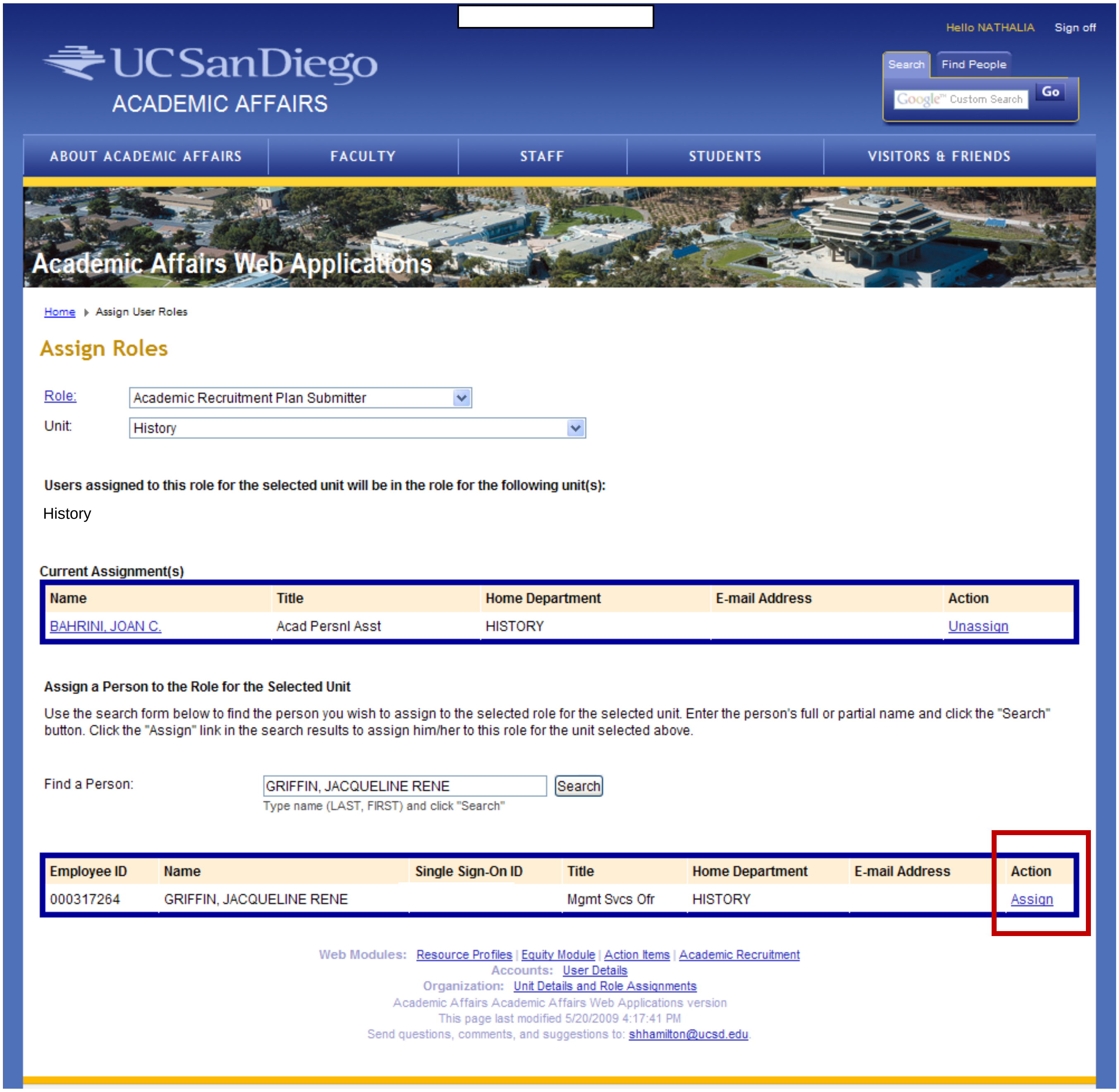
Assign a Person to the Role for the Selected Unit

Use the search form below to find the person you wish to assign to the selected role for the selected unit. Enter the person's full or partial name and click the "Search" button. Click the "Assign" link in the search results to assign him/her to this role for the unit selected above.

Find a Person: GRIFFIN, JACQUELINE RENE

Type name (LAST, FIRST) and click "Search"

6. Choose the Assign link at the right side of the selected employee to complete the assignment of Recruitment Plan Submitter.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Home
Assign User Roles

Assign Roles

Role: Academic Recruitment Plan Submitter

Unit: History

Users assigned to this role for the selected unit will be in the role for the following unit(s):

History

Current Assignment(s)

Name	Title	Home Department	E-mail Address	Action
BAHRINI, JOAN C.	Acad Persnl Asst	HISTORY		Unassign

Assign a Person to the Role for the Selected Unit

Use the search form below to find the person you wish to assign to the selected role for the selected unit. Enter the person's full or partial name and click the "Search" button. Click the "Assign" link in the search results to assign him/her to this role for the unit selected above.

Find a Person: GRIFFIN, JACQUELINE RENE Search

Type name (LAST, FIRST) and click "Search"

Employee ID	Name	Single Sign-On ID	Title	Home Department	E-mail Address	Action
000317264	GRIFFIN, JACQUELINE RENE		Mgmt Svcs Ofr	HISTORY		Assign

Web Modules: Resource Profiles | Equity Module | Action Items | Academic Recruitment
Accounts: User Details
Organization: Unit Details and Role Assignments
Academic Affairs Academic Affairs Web Applications version
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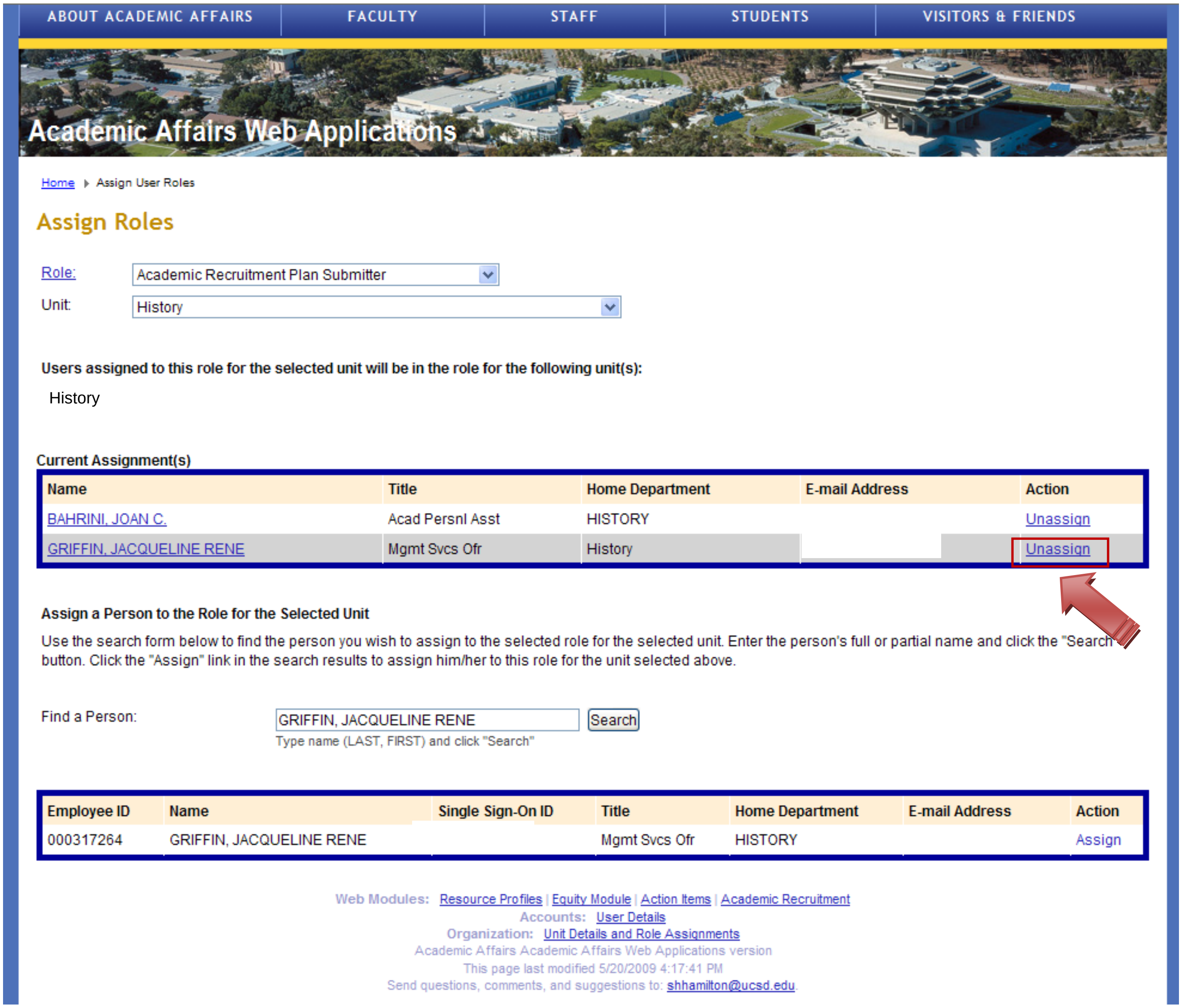
7. Should an error be made, simply click the Unassign link beneath the Action heading.



Home ▸ Assign User Roles

Assign Roles

Role: Academic Recruitment Plan Submitter

Unit: History

Users assigned to this role for the selected unit will be in the role for the following unit(s):

History

Current Assignment(s)

Name	Title	Home Department	E-mail Address	Action
BAHRINI, JOAN C.	Acad Persnl Asst	HISTORY		Unassign
GRIFFIN, JACQUELINE RENE	Mgmt Svcs Ofr	History		Unassign

Assign a Person to the Role for the Selected Unit

Use the search form below to find the person you wish to assign to the selected role for the selected unit. Enter the person's full or partial name and click the "Search" button. Click the "Assign" link in the search results to assign him/her to this role for the unit selected above.

Find a Person: GRIFFIN, JACQUELINE RENE

Type name (LAST, FIRST) and click "Search"

Employee ID	Name	Single Sign-On ID	Title	Home Department	E-mail Address	Action
000317264	GRIFFIN, JACQUELINE RENE		Mgmt Svcs Ofr	HISTORY		Assign

Web Modules: Resource Profiles | Equity Module | Action Items | Academic Recruitment
Accounts: User Details
Organization: Unit Details and Role Assignments
Academic Affairs Academic Affairs Web Applications version
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8. Close the program, and notify the new Recruitment Plan Submitter that the role assignment has been completed. Access has now been granted to start and submit a new e-Recruitment Plan.

III. Before You Start

A. Summary of steps in using *e-RP* to create a recruitment plan

There are seven steps in using *e-RP*, and each step is identified by a section tab in the system:

1. Identifying the hiring unit (Hiring Unit tab)
2. Creating the ad text (Ad Text tab)
3. Defining the outreach effort (Advertising/Outreach tab)
4. Naming the members of the search committee (Search Committee tab)
5. Adding files (Files tab)
6. Identifying who in the hiring unit will approve the recruitment plan (Unit Approval tab)
7. Reviewing the proposed plan before submitting it to the unit approver (Review tab)

Note: This manual provides instructions for completing each page in *e-RP*. Similar instructions are also provided on each page of the *e-RP* Web site.

B. Information to assemble before starting a recruitment plan in *e-RP*

As a staff person serving in the role of Recruitment Plan Submitter, it is advisable to assemble the following information before you begin to develop a recruitment plan in *e-RP*:

1. FTE amount (e.g., 1.0 or 0.5 FTE) and position number (if relevant and available)
2. The ad text that will be used to publicly announce the position. (It is advisable to have the ad in Text format rather than in a Word doc format. The complex formatting in Word will be in conflict with the e-RP program. In addition, have ready any shortened versions of the ad that are intended for smaller postings.)
3. Names of journals, newspapers, and Web sites in which the job will be announced as well as any other projected outreach efforts, such as conferences, flyers, or direct contact.
4. The names of those individuals who will serve on the search committee.

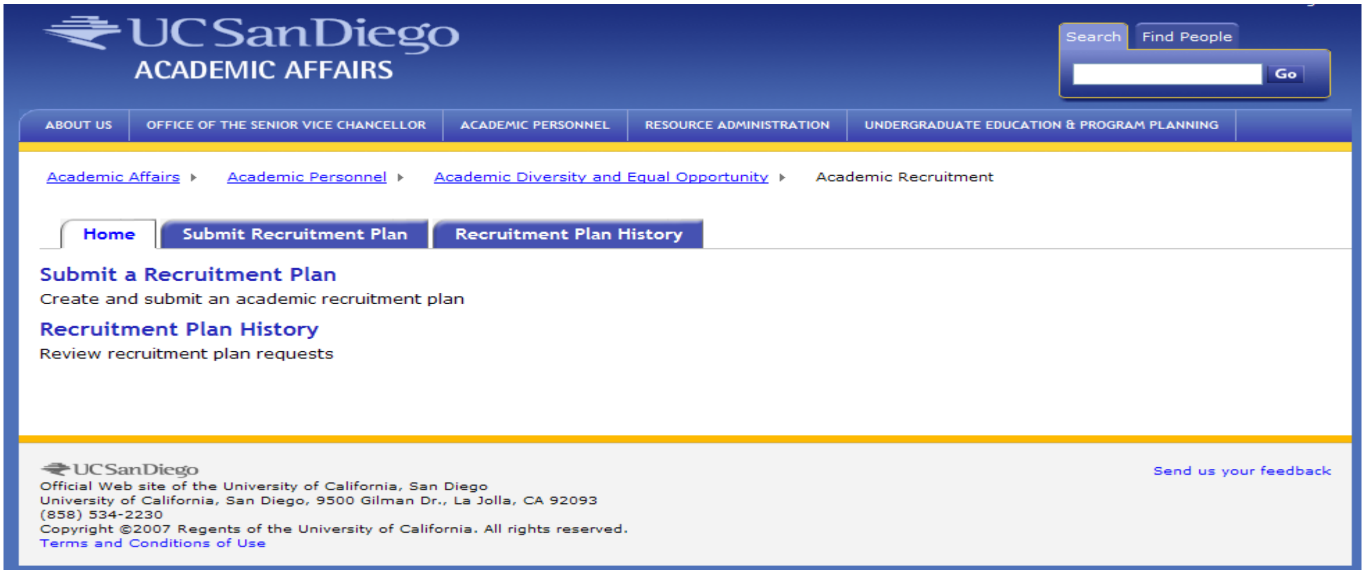
IV. Accessing *e-RP* : Home Page

One may read about *e-RP* and access the e-system via the Academic Personnel On-Line Services page:
http://academicaffairs.ucsd.edu/aps/apol/apolinfo.htm

To access the program directly, please enter the following Web address in your browser:
http://academicaffairs.ucsd.edu/Modules/Adeo/Recruitment/.

Use your UCSD Single Sign-On (username and password) to access the *e-RP* home page.

Click either the Submit Recruitment Plan tab (blue tab) or click the Submit a Recruitment Plan link.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Academic Diversity and Equal Opportunity
Academic Recruitment
Home
Submit Recruitment Plan
Recruitment Plan History

Submit a Recruitment Plan
Create and submit an academic recruitment plan

Recruitment Plan History
Review recruitment plan requests

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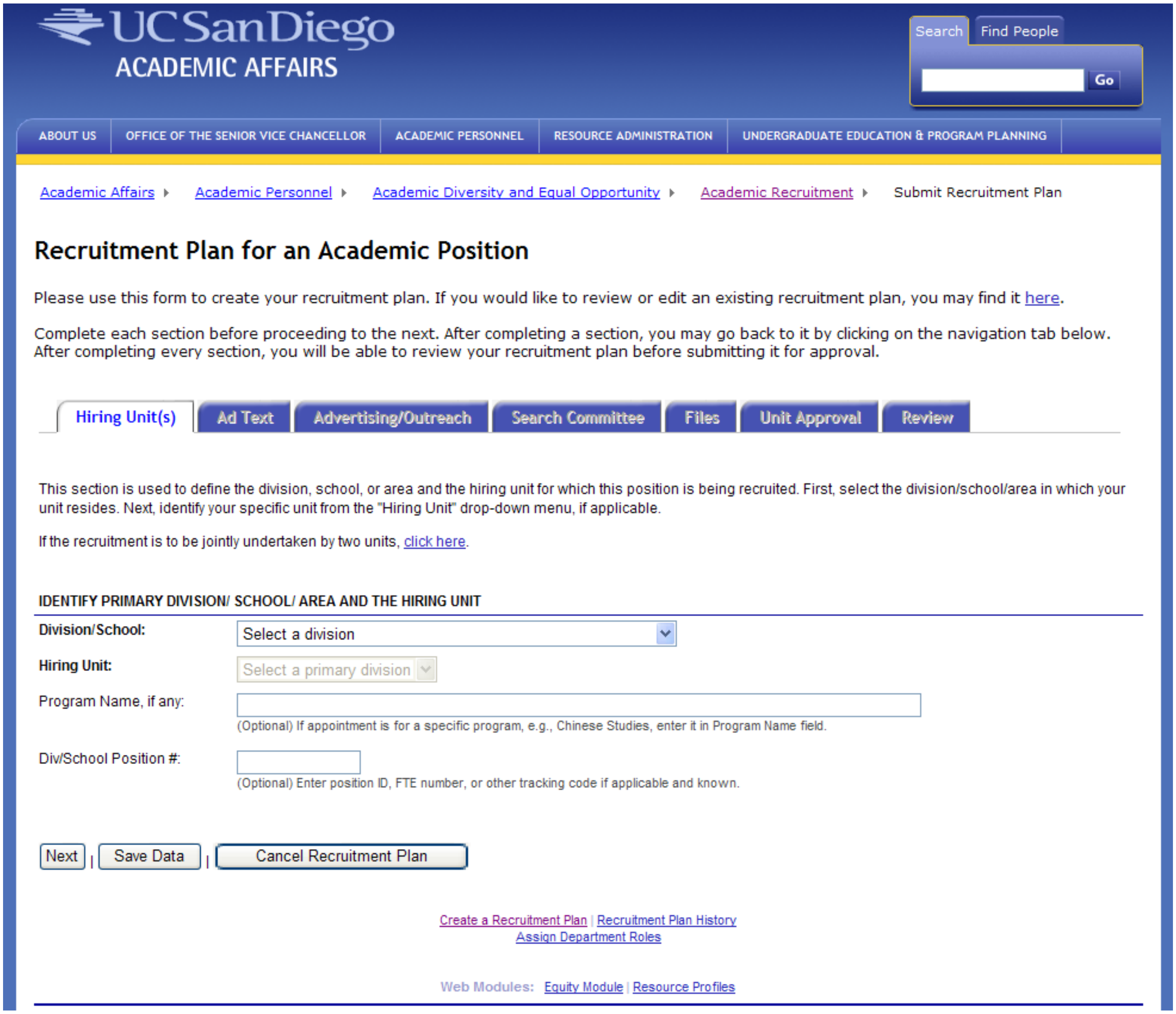
After you have completed your recruitment plan, you can always come back to this page and look at all of your open recruitments by clicking on the Recruitment Plan History link or tab. It is from this link that you can delete any recruitment plans that have been cancelled.

V. Hiring Unit(s)

On the Hiring Unit(s) page, select:

1. The name of the school or division
2. The name of the hiring unit (department, ORU, etc.)
   - In selecting a department as the hiring unit, the name of the department chair will appear on the Unit Approval page by default.
   - There is no default to name a unit approver on the Unit Approval page when one selects something other than an academic department, for example, a division within a department or an ORU.
3. The name of the program (if relevant)
4. The position number (if known or available; a position number is often assigned once the recruitment plan arrives in the dean's office.)
5. Functions of the three buttons at the bottom of the page:
   - The Next button saves the data and takes one to the next page.
   - The Save Data button is designed for situations when one has to leave *e-RP*, has not completed the page, but would like to save the information that has been entered and to return to *e-RP* at a later time.
   - The Cancel Recruitment Plan button cancels the recruitment plan and deletes data that have been provided.

See Web page screen shot on the following page.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RESOURCE ADMINISTRATION
UNDERGRADUATE EDUCATION & PROGRAM PLANNING
Academic Affairs
Academic Personnel
Academic Diversity and Equal Opportunity
Academic Recruitment
Submit Recruitment Plan

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review

This section is used to define the division, school, or area and the hiring unit for which this position is being recruited. First, select the division/school/area in which your unit resides. Next, identify your specific unit from the "Hiring Unit" drop-down menu, if applicable.

If the recruitment is to be jointly undertaken by two units, click here.

IDENTIFY PRIMARY DIVISION/ SCHOOL/ AREA AND THE HIRING UNIT

Division/School:	Select a division
Hiring Unit:	Select a primary division
Program Name, if any:	(Optional) If appointment is for a specific program, e.g., Chinese Studies, enter it in Program Name field.
Div/School Position #:	(Optional) Enter position ID, FTE number, or other tracking code if applicable and known.

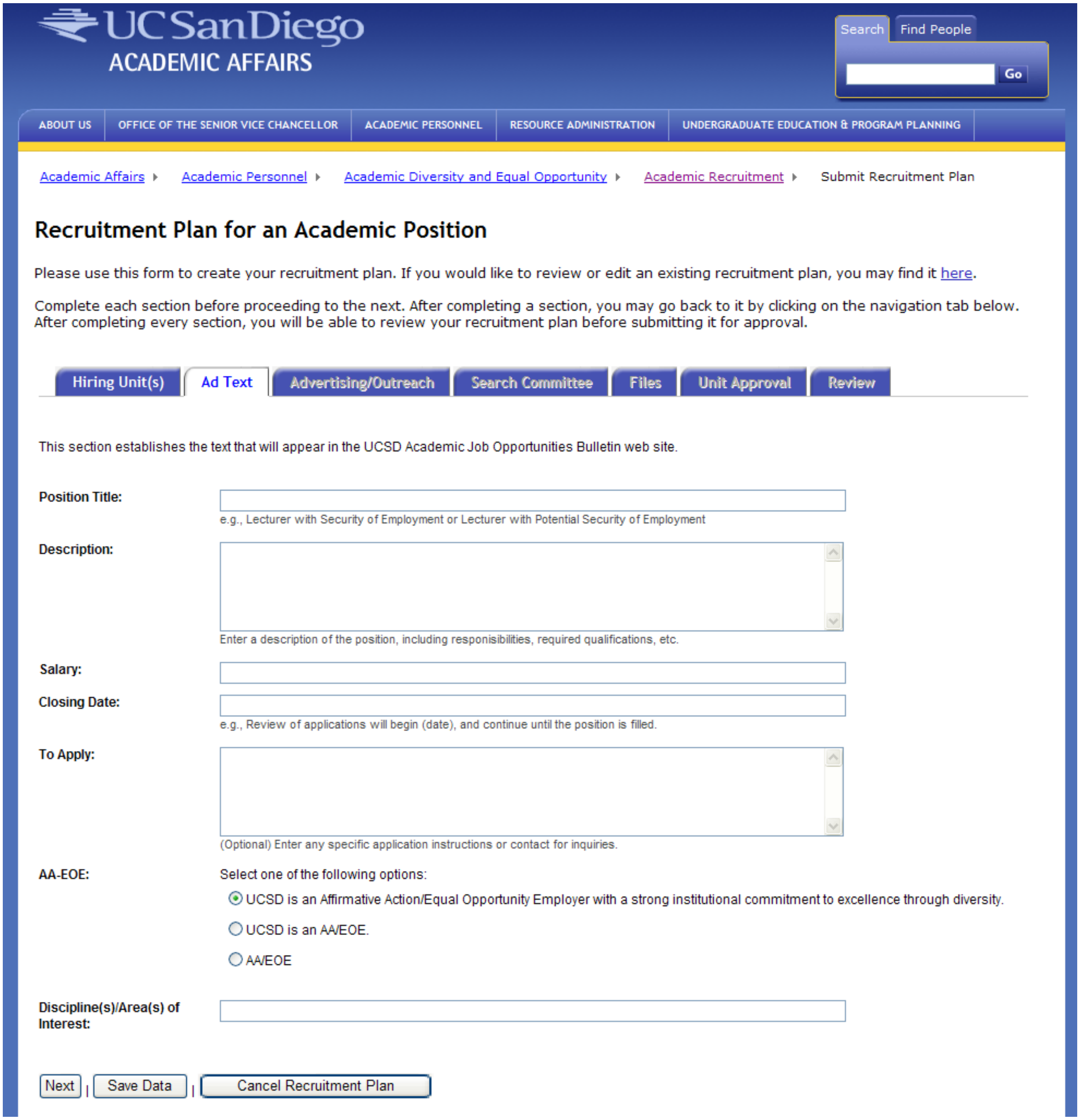
Next
Save Data
Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles

VI. Ad Text

Using the table below, provide appropriate text for the each box on the Ad Text page of *e-RP*. This text will be the text posted on the UCSD Academic Job Opportunities Bulletin as well as the text to be posted in journals and Web sites. See section IX. Files if you wish to submit a version of the job notice tailored for a specific journal or Web site.

Please note: Directly copying text from a Word document (.doc or .docx) and pasting it into one of the boxes on the *e-RP* site usually results in text with inappropriate formatting. Therefore, it is advisable to first save the draft of a job posting in Plain Text format and to use that text as your source for copying/pasting.

Section Title	**Description**
Position Title	Enter the proposed position title and rank, such as Assistant, Associate, or Full Professor, Researcher, Librarian, Lecturer, etc.
Description (Ad Text)	Enter the proposed ad text describing the job and the criteria needed to be considered.
Salary	The box is for the salary statement, for example, “Salary is commensurate with qualifications and experience,” or “Salary is based upon UC pay scales.” Avoid making specific references to dollar amounts.
Closing Date	A closing date is necessary and is based on the day that occurs three weeks after the date the last posting will be made public. The preferred text is, “Review of applications will begin (date), and continue until the position is filled.”
To Apply	Enter contact and submission information, e.g., UCSD mailing address, materials to be submitted. Also consider entering a URL to receive and process applications electronically, e.g., via AP On-Line *Recruit* (https://apol-recruit.ucsd.edu/).
AA-EOE	An equal opportunity statement is required. Choose from the three listed versions (the first option is preferred).
Disciplines/(Area(s) of Interest	Briefly state the specialty or discipline of the position.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Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Next
Save Data
Cancel Recruitment Plan

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

This section establishes the text that will appear in the UCSD Academic Job Opportunities Bulletin web site.

Position Title:

e.g., Lecturer with Security of Employment or Lecturer with Potential Security of Employment

Description:

Enter a description of the position, including responisibilities, required qualifications, etc.

Salary:

Closing Date:

e.g., Review of applications will begin (date), and continue until the position is filled.

To Apply:

(Optional) Enter any specific application instructions or contact for inquiries.

AA-EOE:

Select one of the following options:

● UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to excellence through diversity.

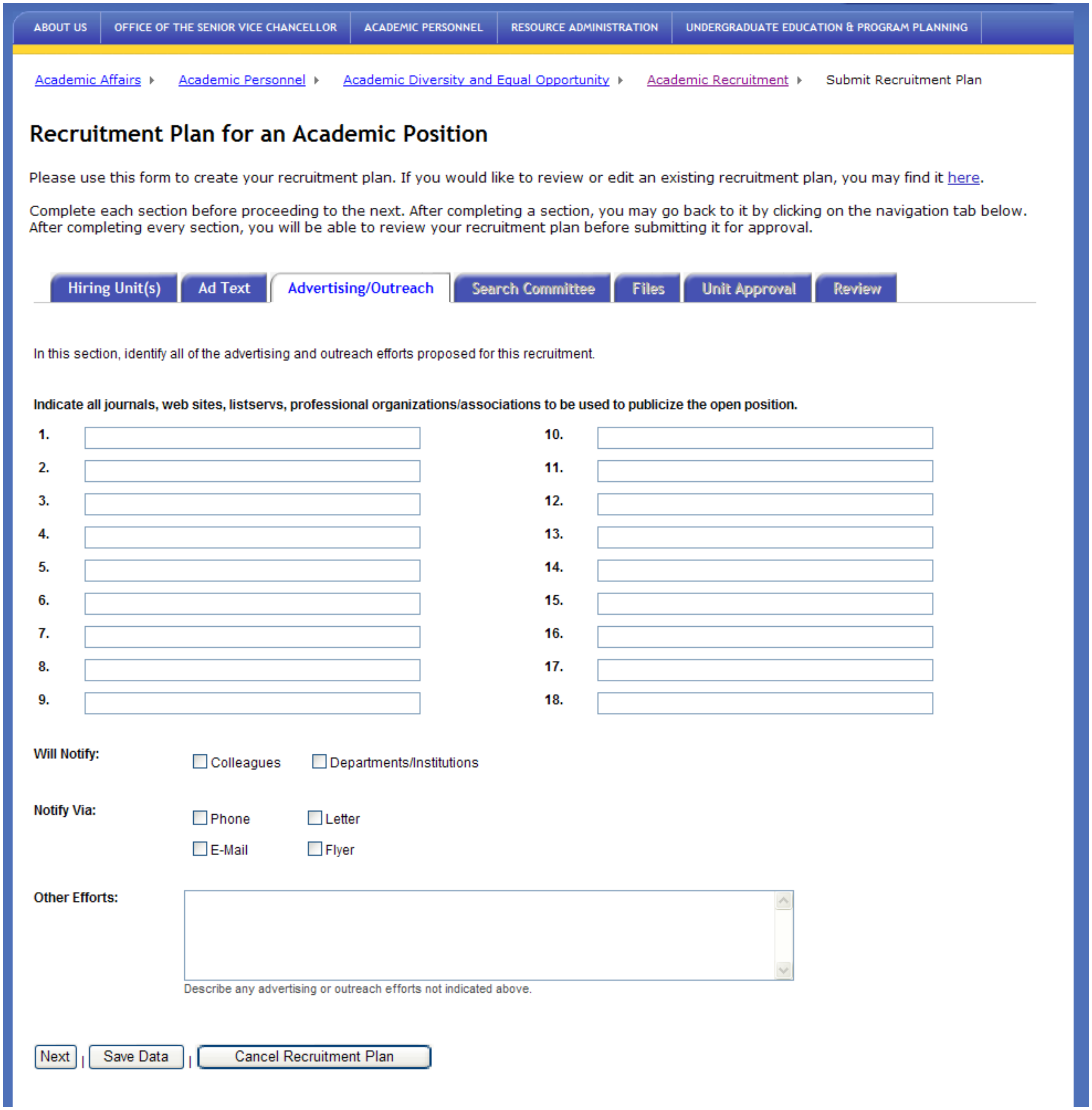
○ UCSD is an AA/EOE.

○ AA/EOE

Discipline(s)/Area(s) of Interest:

VII. Advertising/Outreach

On this page, list all proposed efforts to publicly announce the job opportunity — journals, Web sites, flyers, conferences, etc. Please specify if the posting will be on a Web site or in a printed journal, for example, include “(Web)” or “(Jrl)” after the name of the posting resource. Please also note that OADEO will post the job notice on the UCSD Academic Job Opportunities Bulletin and with the So. Cal. Higher Education Recruitment Consortium. Please include these as advertising sources on *e-RP*.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Academic Recruitment
Submit Recruitment Plan
Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Next
Save Data
Cancel Recruitment Plan

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

In this section, identify all of the advertising and outreach efforts proposed for this recruitment.

Indicate all journals, web sites, listservs, professional organizations/associations to be used to publicize the open position.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.

Will Notify: ☐ Colleagues ☐ Departments/Institutions

Notify Via: ☐ Phone ☐ Letter ☐ E-Mail ☐ Flyer

Other Efforts:

Describe any advertising or outreach efforts not indicated above.

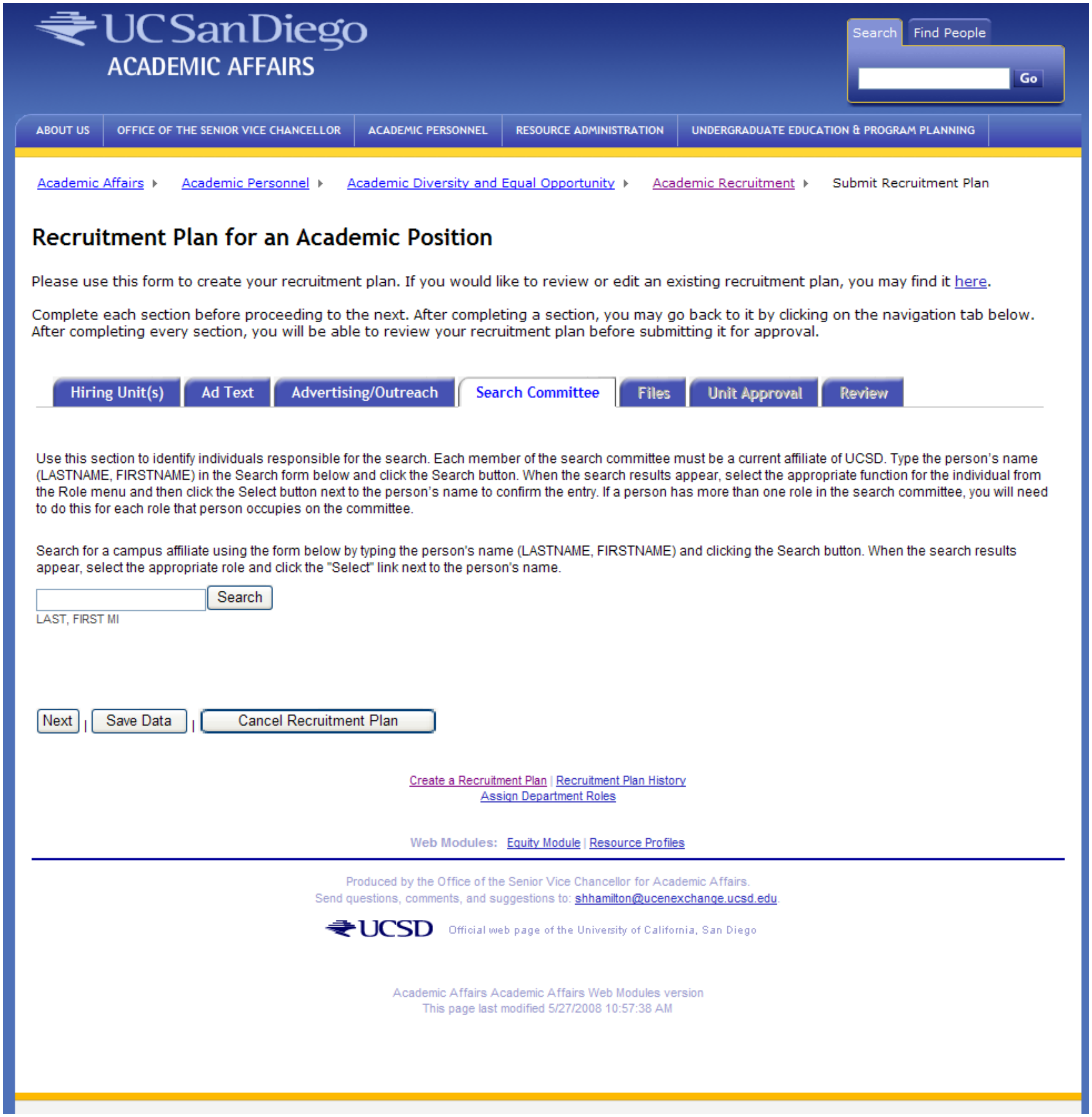
VIII. Search Committee

Instructions for selecting members of the search committee are displayed on the *e-RP* Search Committee page and below as well:

Use this section to identify individuals responsible for the search. Each member of the search committee must be a current affiliate of UCSD. Type the person's name (LASTNAME, FIRSTNAME) in the Search box and click the Search button. When the search results appear, select the appropriate function for the individual from the drop-down Role menu. Click the Select link next to the person's name to confirm the entry.

Search Committee Roles:

- **Search Committee Chair** – The Search Committee Chair must be an academic.
- **Search Committee Member** – For most recruitments, a search committee should include three to five members. For small scale recruitments, for example, a principle investigator recruiting to fill a project scientist position in a lab, a committee totaling two people (one serving as the search chair) is acceptable. Search committee members must be academic.
- **Ex Officio Member** – The individual is appointed to the committee because of experience/knowledge. This member may be an academic or staff employee and may or may not be granted voting rights per the discretion of the search chair and other committee members. (*The Ex Officio designation will be added in a future version of e-RP*.)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Academic Affairs
Academic Personnel
Academic Diversity and Equal Opportunity
Academic Recruitment
Submit Recruitment Plan
Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Search
LAST, FIRST MI
Next
Save Data
Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles
UCSD

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Use this section to identify individuals responsible for the search. Each member of the search committee must be a current affiliate of UCSD. Type the person's name (LASTNAME, FIRSTNAME) in the Search form below and click the Search button. When the search results appear, select the appropriate function for the individual from the Role menu and then click the Select button next to the person's name to confirm the entry. If a person has more than one role in the search committee, you will need to do this for each role that person occupies on the committee.

Search for a campus affiliate using the form below by typing the person's name (LASTNAME, FIRSTNAME) and clicking the Search button. When the search results appear, select the appropriate role and click the "Select" link next to the person's name.

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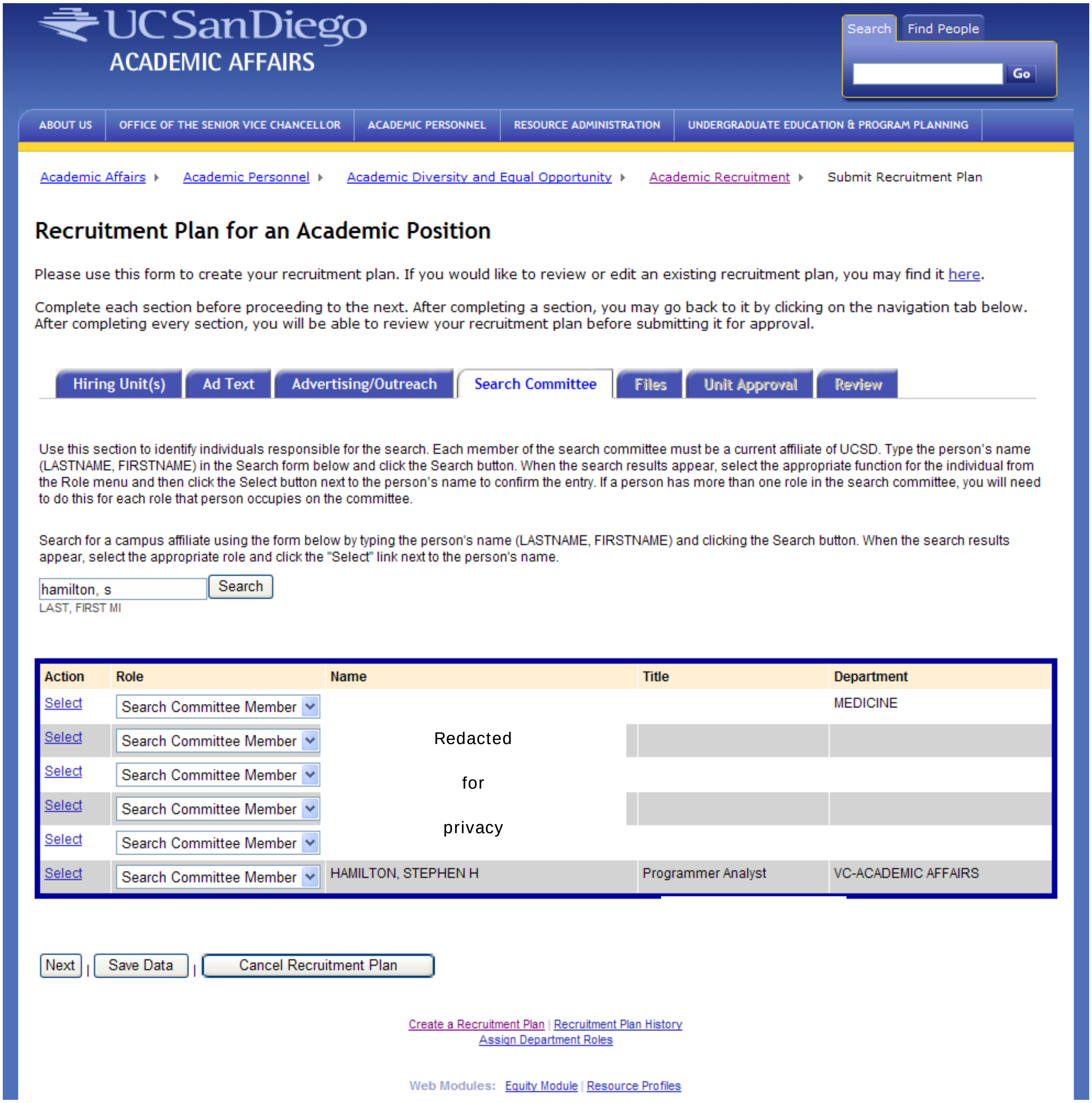
In this example, a search was conducted using the last name “hamilton, s” that resulted in six people displayed on the screen.


UCSanDiego
ACADEMIC AFFAIRS
Search
Find People
Go
ABOUT US
OFFICE OF THE SENIOR VICE CHANCELLOR
ACADEMIC PERSONNEL
RESOURCE ADMINISTRATION
UNDERGRADUATE EDUCATION & PROGRAM PLANNING

Academic Affairs ▸ Academic Personnel ▸ Academic Diversity and Equal Opportunity ▸ Academic Recruitment ▸ Submit Recruitment Plan

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review

Use this section to identify individuals responsible for the search. Each member of the search committee must be a current affiliate of UCSD. Type the person’s name (LASTNAME, FIRSTNAME) in the Search form below and click the Search button. When the search results appear, select the appropriate function for the individual from the Role menu and then click the Select button next to the person’s name to confirm the entry. If a person has more than one role in the search committee, you will need to do this for each role that person occupies on the committee.

Search for a campus affiliate using the form below by typing the person’s name (LASTNAME, FIRSTNAME) and clicking the Search button. When the search results appear, select the appropriate role and click the "Select" link next to the person's name.

hamilton, s [Search]
LAST, FIRST MI

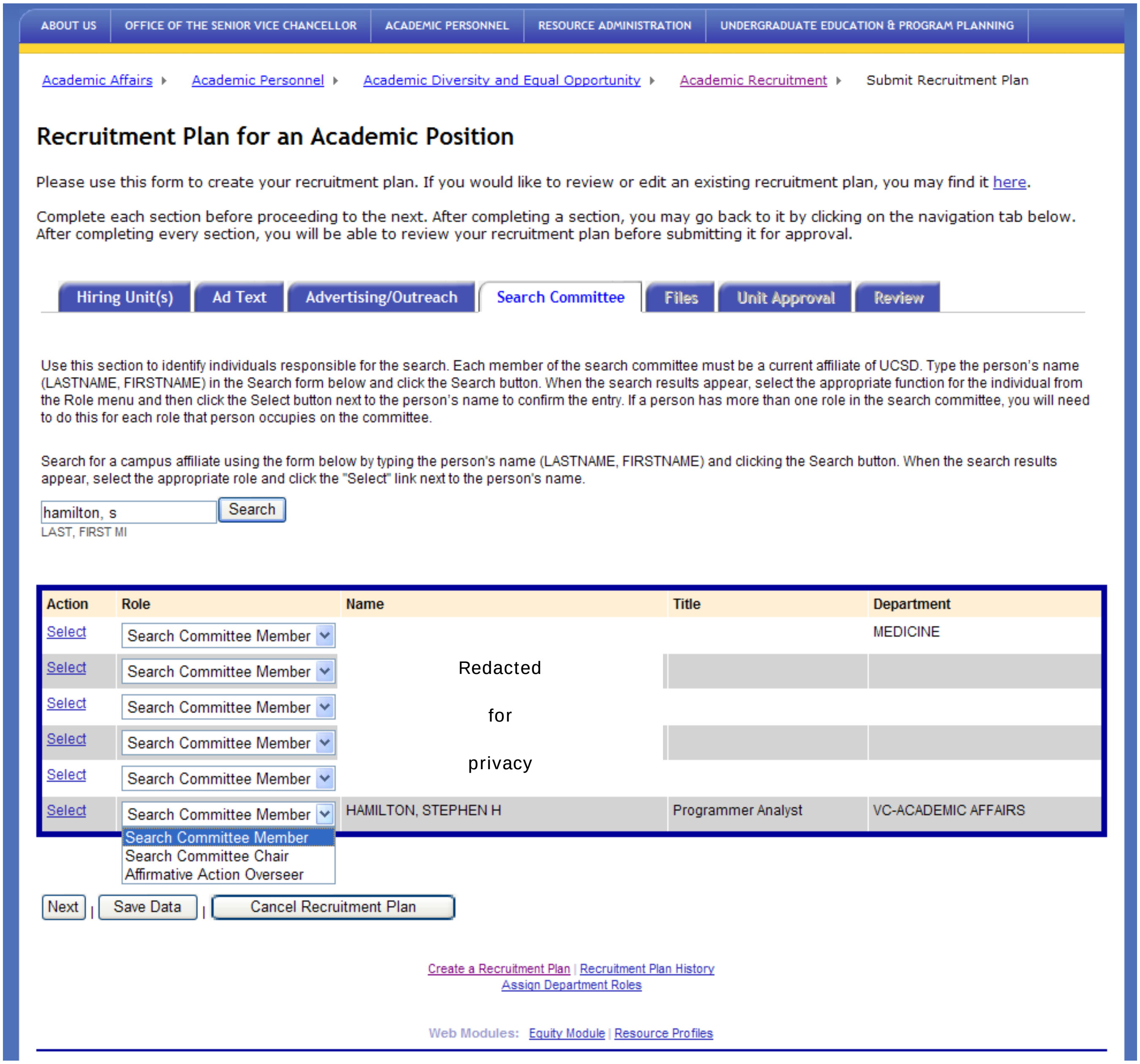
Action	Role	Name	Title	Department
Select	Search Committee Member			MEDICINE
Select	Search Committee Member	Redacted		
Select	Search Committee Member	for		
Select	Search Committee Member	privacy		
Select	Search Committee Member			
Select	Search Committee Member	HAMILTON, STEPHEN H	Programmer Analyst	VC-ACADEMIC AFFAIRS

Next | Save Data | Cancel Recruitment Plan

Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles

Web Modules: Equity Module | Resource Profiles

In the image below, the name Stephen Hamilton was selected as the search committee chair from the drop down Role menu. Confirm entry with “Select” (see image on the next page). Repeat process to identify all members of the search committee.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Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Search
Search Committee Member
Search Committee Chair
Affirmative Action Overseer
Next
Save Data
Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles

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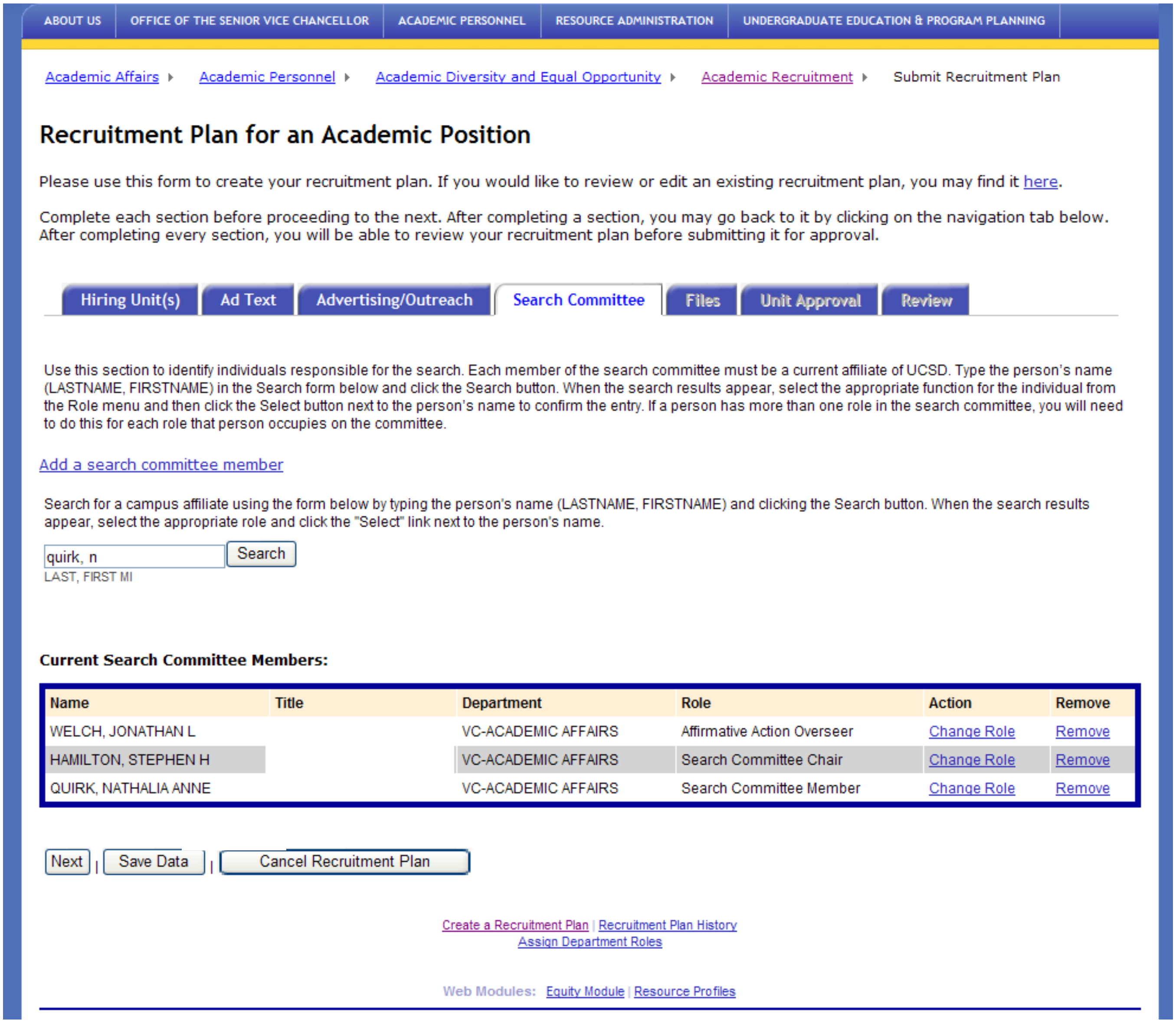
hamilton, s
LAST, FIRST MI

Action	Role	Name	Title	Department
Select	Search Committee Member			MEDICINE
Select	Search Committee Member	Redacted		
Select	Search Committee Member	for		
Select	Search Committee Member	privacy		
Select	Search Committee Member			
Select	Search Committee Member	HAMILTON, STEPHEN H	Programmer Analyst	VC-ACADEMIC AFFAIRS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Academic Affairs ▸ Academic Personnel ▸ Academic Diversity and Equal Opportunity ▸ Academic Recruitment ▸ Submit Recruitment Plan

Recruitment Plan for an Academic Position

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Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review

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Add a search committee member

Search for a campus affiliate using the form below by typing the person's name (LASTNAME, FIRSTNAME) and clicking the Search button. When the search results appear, select the appropriate role and click the "Select" link next to the person's name.

quirk, n
LAST, FIRST MI

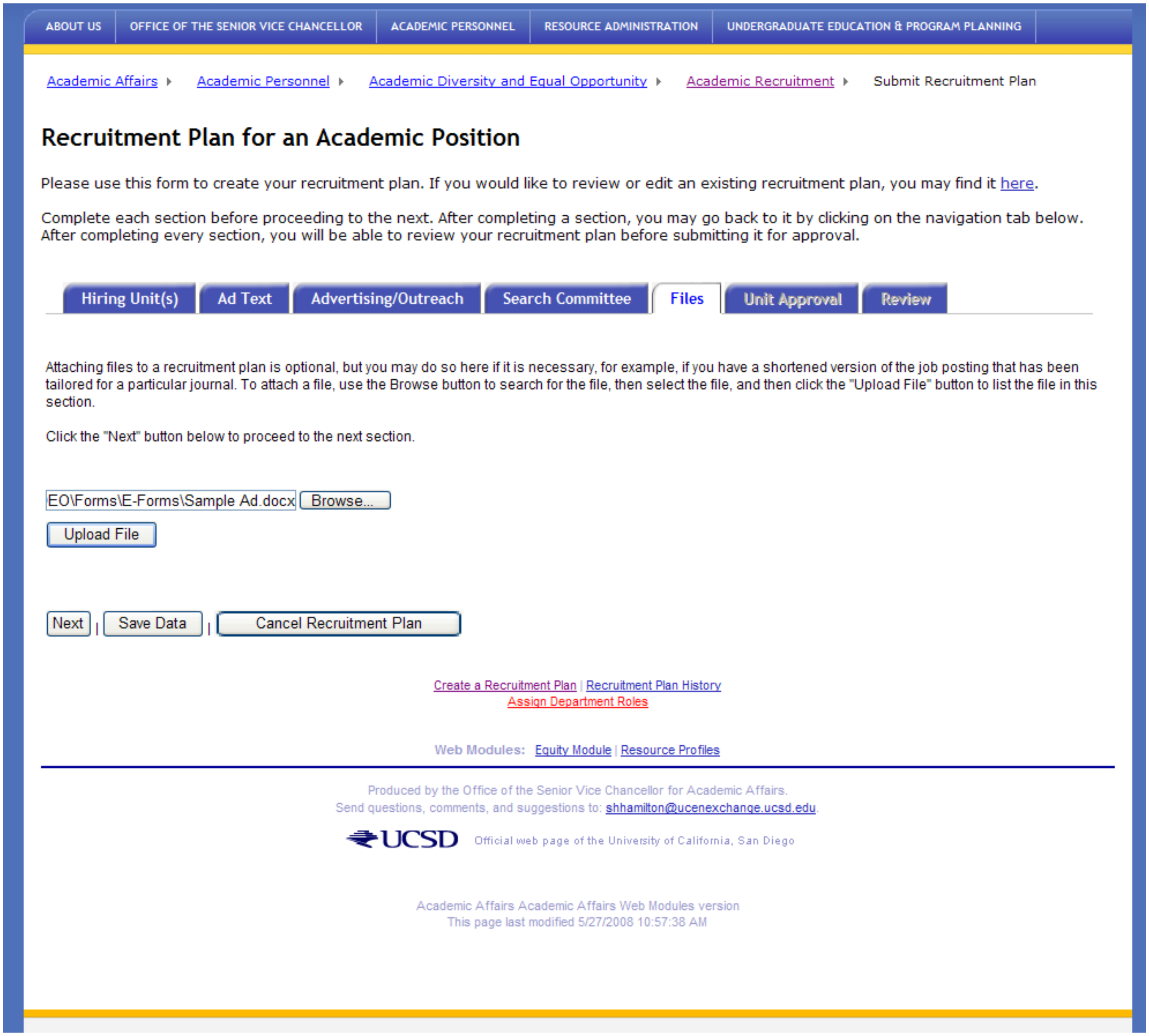
Current Search Committee Members:

Name	Title	Department	Role	Action	Remove
WELCH, JONATHAN L		VC-ACADEMIC AFFAIRS	Affirmative Action Overseer	Change Role	Remove
HAMILTON, STEPHEN H		VC-ACADEMIC AFFAIRS	Search Committee Chair	Change Role	Remove
QUIRK, NATHALIA ANNE		VC-ACADEMIC AFFAIRS	Search Committee Member	Change Role	Remove

Next | Save Data | Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles

IX. Files

The Files page enables one to search and attach additional documents, for example, a job flyer for a conference or a job posting in which the ad text has been tailored for posting on a specific Web site or journal.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Academic Recruitment
Submit Recruitment Plan
Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Browse...
Upload File
Next
Save Data
Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles
UCSD

Recruitment Plan for an Academic Position

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Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Attaching files to a recruitment plan is optional, but you may do so here if it is necessary, for example, if you have a shortened version of the job posting that has been tailored for a particular journal. To attach a file, use the Browse button to search for the file, then select the file, and then click the "Upload File" button to list the file in this section.

Click the "Next" button below to proceed to the next section.

EO\Forms\E-Forms\Sample Ad.docx

Produced by the Office of the Senior Vice Chancellor for Academic Affairs.
Send questions, comments, and suggestions to: shhamilton@ucenexchange.ucsd.edu.

Official web page of the University of California, San Diego

Academic Affairs Academic Affairs Web Modules version
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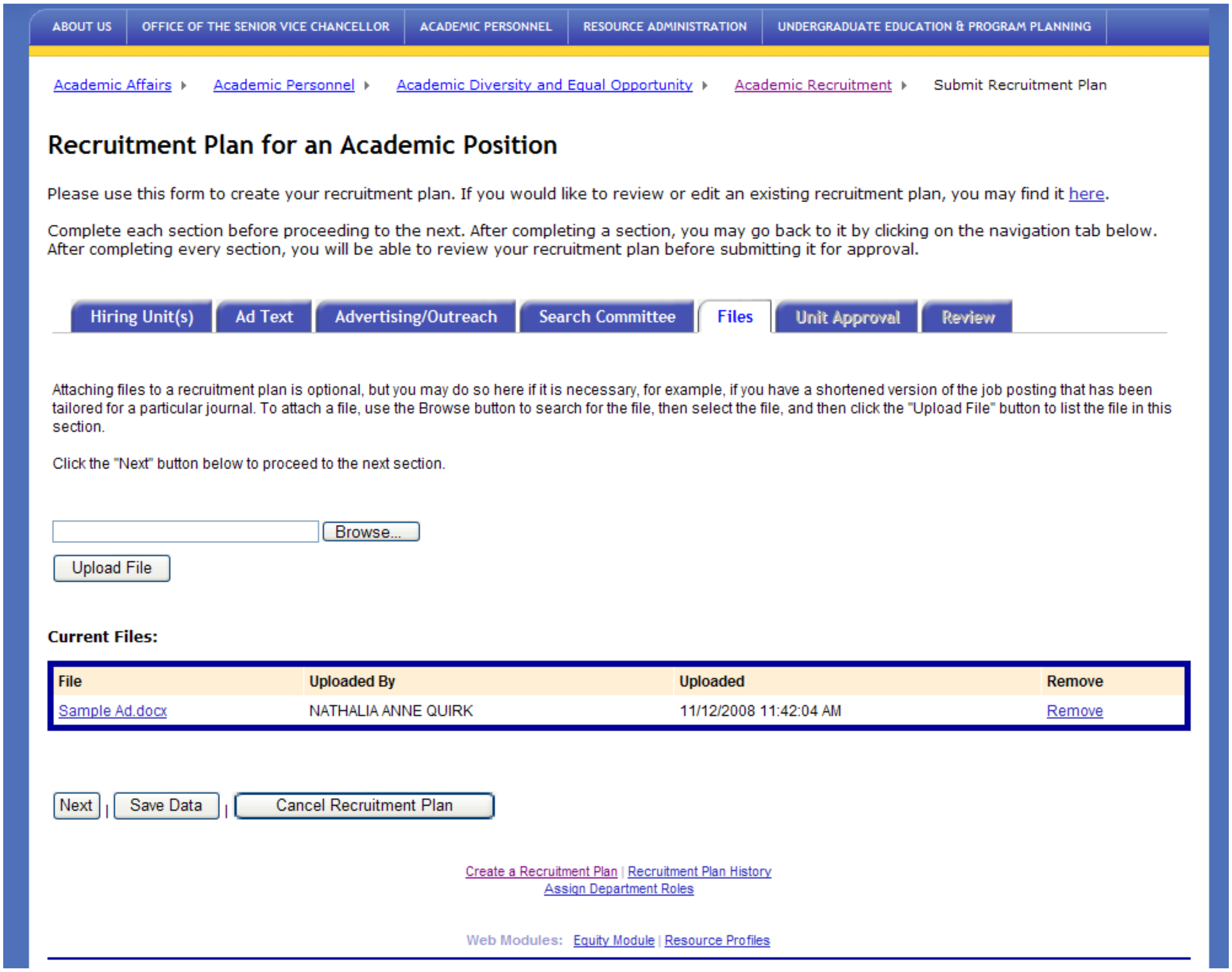
The image on this page displays a confirmation the document has been successfully uploaded and provides an opportunity to upload an additional document.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Academic Personnel
Academic Diversity and Equal Opportunity
Academic Recruitment
Submit Recruitment Plan
Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review
Browse...
Upload File
Next
Save Data
Cancel Recruitment Plan
Create a Recruitment Plan
Recruitment Plan History
Assign Department Roles
Web Modules:
Equity Module
Resource Profiles

Recruitment Plan for an Academic Position

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Complete each section before proceeding to the next. After completing a section, you may go back to it by clicking on the navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Attaching files to a recruitment plan is optional, but you may do so here if it is necessary, for example, if you have a shortened version of the job posting that has been tailored for a particular journal. To attach a file, use the Browse button to search for the file, then select the file, and then click the "Upload File" button to list the file in this section.

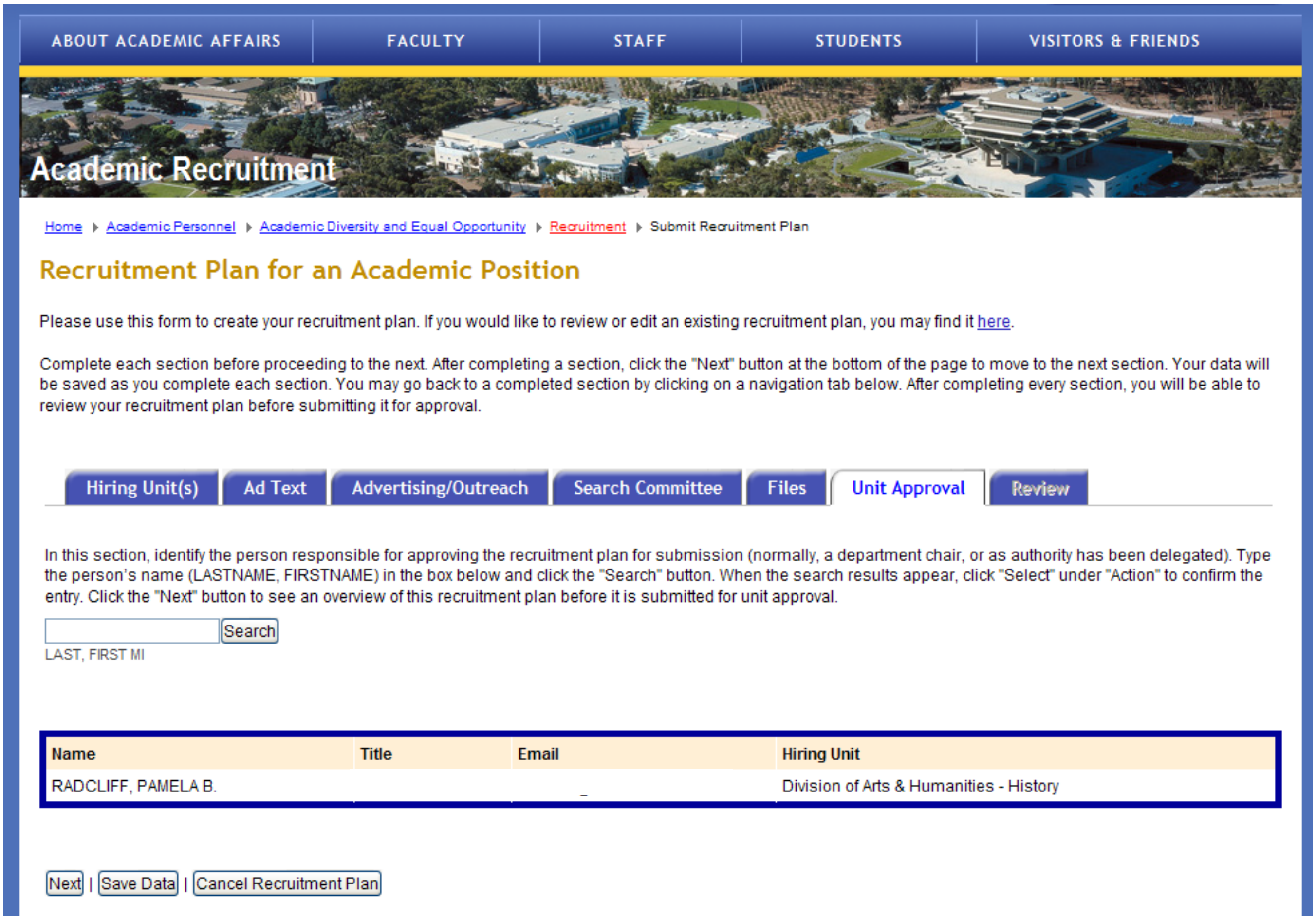
Click the "Next" button below to proceed to the next section.

Current Files:

File	Uploaded By	Uploaded	Remove
Sample Ad.docx	NATHALIA ANNE QUIRK	11/12/2008 11:42:04 AM	Remove

X. Unit Approval

On the Unit Approval page, identify the person who will be responsible for approving the recruitment plan to be submitted to OADEO. If a department was selected in the Hiring Unit(s) page, the name of the department chair will appear by default. Otherwise, type in a name by the Search button. Once the search is completed, choose Select to confirm the name.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FACULTY
STAFF
STUDENTS
VISITORS & FRIENDS
Academic Recruitment
Home ▸ Academic Personnel ▸ Academic Diversity and Equal Opportunity ▸ Recruitment ▸ Submit Recruitment Plan

Recruitment Plan for an Academic Position

Please use this form to create your recruitment plan. If you would like to review or edit an existing recruitment plan, you may find it here.

Complete each section before proceeding to the next. After completing a section, click the "Next" button at the bottom of the page to move to the next section. Your data will be saved as you complete each section. You may go back to a completed section by clicking on a navigation tab below. After completing every section, you will be able to review your recruitment plan before submitting it for approval.

Hiring Unit(s)
Ad Text
Advertising/Outreach
Search Committee
Files
Unit Approval
Review

In this section, identify the person responsible for approving the recruitment plan for submission (normally, a department chair, or as authority has been delegated). Type the person's name (LASTNAME, FIRSTNAME) in the box below and click the "Search" button. When the search results appear, click "Select" under "Action" to confirm the entry. Click the "Next" button to see an overview of this recruitment plan before it is submitted for unit approval.

Search
LAST, FIRST MI

Name	Title	Email	Hiring Unit
RADCLIFF, PAMELA B.			Division of Arts & Humanities - History

Next | Save Data | Cancel Recruitment Plan

XI. Review (and final process steps)

The Review page allows one to review the draft of the recruitment plan. The following describes the possible sequence of subsequent actions:

If changes are needed to the draft, select the Edit Recruitment Plan button, complete the edits, and return to the Review page to view revisions. If the recruitment plan appears to be correct, hit the Submit for Review button.

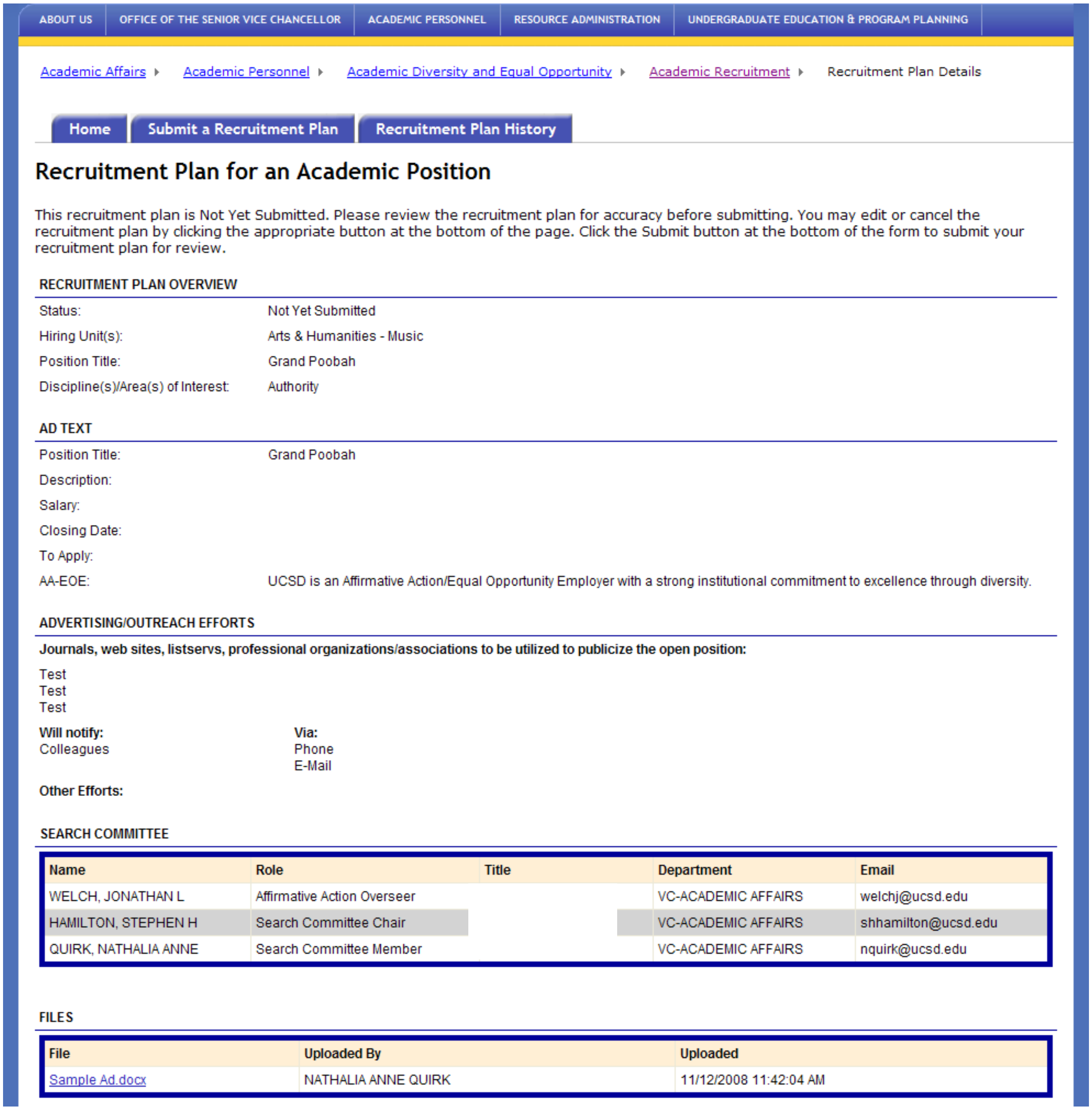
Selecting the Submit for Review button will automatically generate an email to the chair as a notification for action. The chair may reject the plan if something needs to be corrected. If so, the plan will be returned to the original submitter for revision. Upon the chair's approval, the plan will be forwarded to OADEO.

OADEO will review the proposed recruitment. OADEO has the following three options:

1) Reviewed and Endorsed (With this option, OADEO will forward the plan to the office with the final approval authority, most likely a dean's office)
2) Reviewed but Not Endorsed (OADEO will forward the plan to the dean's office. Most likely the reservations regarding plan will be discussed, resolved, and the plan will be returned to OADEO for endorsement.)
3) Returned to Submitter (OADEO requires action from the unit proposing the plan. OADEO returns the plan to the original submitter for revisions as necessary. The plan is then resubmitted to the department chair for review/approval and then to OADEO.)

The dean's office will review the proposed plan, and if it is acceptable, will approve it. If there are concerns, the plan may be sent back down the chain-of-command for action.

Upon receiving a notice of approval from the dean, the hiring unit should review the plan for any comments made by the reviewing offices; for example, an advisory from OADEO to adjust the closing date in the ad text. The unit may then proceed with posting the job notice in journals, Web sites, etc.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Academic Affairs
Academic Personnel
Academic Diversity and Equal Opportunity
Academic Recruitment
Recruitment Plan Details
Home
Submit a Recruitment Plan
Recruitment Plan History

Recruitment Plan for an Academic Position

This recruitment plan is Not Yet Submitted. Please review the recruitment plan for accuracy before submitting. You may edit or cancel the recruitment plan by clicking the appropriate button at the bottom of the page. Click the Submit button at the bottom of the form to submit your recruitment plan for review.

RECRUITMENT PLAN OVERVIEW

Status:	Not Yet Submitted
Hiring Unit(s):	Arts & Humanities - Music
Position Title:	Grand Poobah
Discipline(s)/Area(s) of Interest:	Authority

AD TEXT

Position Title:	Grand Poobah
Description:	
Salary:	
Closing Date:	
To Apply:	
AA-EOE:	UCSD is an Affirmative Action/Equal Opportunity Employer with a strong institutional commitment to excellence through diversity.

ADVERTISING/OUTREACH EFFORTS

Journals, web sites, listservs, professional organizations/associations to be utilized to publicize the open position:

Test
Test
Test

Will notify:	**Via:**
Colleagues	Phone E-Mail

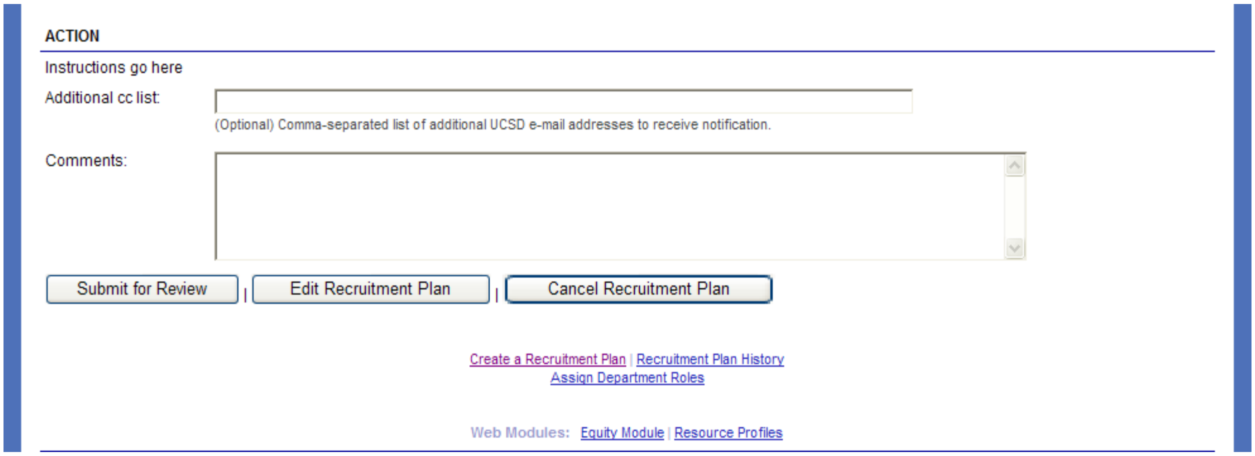
Other Efforts:

SEARCH COMMITTEE

Name	Role	Title	Department	Email
WELCH, JONATHAN L	Affirmative Action Overseer		VC-ACADEMIC AFFAIRS	welchj@ucsd.edu
HAMILTON, STEPHEN H	Search Committee Chair		VC-ACADEMIC AFFAIRS	shhamilton@ucsd.edu
QUIRK, NATHALIA ANNE	Search Committee Member		VC-ACADEMIC AFFAIRS	nquirk@ucsd.edu

FILES

File	Uploaded By	Uploaded
Sample Ad.docx	NATHALIA ANNE QUIRK	11/12/2008 11:42:04 AM


Submit for Review
Edit Recruitment Plan
Cancel Recruitment Plan
Create a Recruitment Plan | Recruitment Plan History
Assign Department Roles
Web Modules: Equity Module | Resource Profiles

ACTION

Instructions go here

Additional cc list:

(Optional) Comma-separated list of additional UCSD e-mail addresses to receive notification.

Comments: