

2008-2009

Tips for Conducting Recruitments and Preparing Related Forms

The tips below are based on common problems and errors seen in recruitment efforts. For detailed instructions on the recruitment process, please see "[A Guide to Conducting an Open Recruitment and Preparing the Related Forms](#)" on the Academic Diversity and Equal Opportunity Web page.

<p>General</p>	<ul style="list-style-type: none"> • *Academic recruitments should begin as early as possible, keeping in mind that policy requires offers of tenured or tenure-track faculty positions to be made prior to April 1 to faculty at other UC campuses, and prior to May 1 to such faculty at institutions that are members of the Association of American Universities, if the appointment is to be effective during the following academic year. Check the AAU Web site for the most current membership listing. General Campus and SIO appointment files should be submitted to Academic Personnel no later than June 1, and SOM and ORU files should be submitted by this date whenever possible. • A candidate must hold an appropriate visa before beginning employment. The department should contact the International Center for guidance as soon as it is aware that a candidate has visa issues. • Even if an open recruitment is not required (i.e., when the position is non-salaried; the position is salaried but at 50% time or less; or the position is greater than 50% time but the cumulative duration of the appointment is less than six months), the department may wish to conduct an open recruitment in order to build a pool of applicants whose appointments can meet temporary, short-term needs and can be extended beyond two quarters at 100% time.
<p>Recruitment Plan</p>	<ul style="list-style-type: none"> • A list of departmental search committee members must be included in the Recruitment Plan. Thus it is not necessary to list committee members on the Referee ID form. Committee members should not be named in the departmental recommendation letter.
<p>Recruitment Assessment Report (for General Campus and SIO ladder-rank faculty only)</p>	<ul style="list-style-type: none"> • The Recruitment Assessment Report should be submitted shortly after the application deadline—that is, early in the recruitment so that additional outreach efforts may be completed if necessary. The report must be approved by the dean before candidates can be invited for interviews. • Photocopies of recruitment ads that appear in journals and on Web pages should accompany the Recruitment Assessment Report (or Compliance Report) in order to document outreach efforts. Departments sometimes submit copies of purchase orders for advertising space, but photocopies of ads are strongly preferred and may be needed to document efforts for federal audits. • The applicant pool and short-list data provided in reports should be complete, cumulative data. If late applications are considered after approval of the Recruitment Assessment Report, the total applicant pool shown in the subsequent Recruitment Selection Report must include the data from late applications. If candidates withdraw after they have been counted in the total applicant pool and the short list in an initial Recruitment Selection Report, they should continue to be counted in these two areas in the subsequent Recruitment Selection Reports covering multiple proposed appointments.

<p>Recruitment Selection Report or Compliance Report</p>	<ul style="list-style-type: none"> • A copy of an approved Recruitment Selection Report or Compliance Report (or an approved request to waive the required recruitment) must accompany the appointment file, as detailed below. Files will be returned if this documentation is not included. Note that this information is not provided to campus reviewers. <ul style="list-style-type: none"> ▪ The Recruitment Selection Report is used only for ladder-rank faculty recruitments on the General Campus and at SIO. ▪ The Compliance Report is used for all recruitments except ladder-rank recruitments on the General Campus and at SIO. ▪ The Compliance Report is used for all recruitments in SOM and SSPPS.
<p>Search Committee Selection Statement</p>	<ul style="list-style-type: none"> • The statement should include 1) a list of the criteria used to screen candidates; 2) a description of the screening process; 3) the reasons for selecting/deselecting candidates. • The statement should not contain extensive quotes from external referee letters.
<p>Request for recruitment waiver</p>	<ul style="list-style-type: none"> • When submitting a request to waive the open recruitment process in order to appoint someone who is self-funded from grants, a copy of the award notice from the granting agency and a budget page must be included. The department should verify that this funding will provide at least 50% of the appointee's salary. • If a request for a waiver is approved, a copy of the approval must accompany the appointment file. Files will be returned if this documentation is not included.