ADEO & Academic Recruitment announcements for July 2014

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

AY 2013-2014 Recruit Audit

ADEO is auditing 2013-2014 recruitments for activity and completion. Now is the time to update the status on your recruitments by logging into Recruit and entering the status of applicants, short list candidates and final candidates. Directions on how to disposition applicants and candidates on Recruit are located on the Recruit Help page via the following links:

- **View all Recruitments** https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#view
- **Meets Basic Qualifications or Unqualified** https://apol-recruit.ucsd.edu/analyst/help/review_applications#meets-basic-overview
- **Manage the applications, Update applicant status** https://apol-recruit.ucsd.edu/analyst/help/manage_applications#status
- **What to do when a search is complete** https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#inactivate

All "stale" recruitments will be automatically inactivated by **September 1, 2014**.

For questions or additional information on how to complete recruitments on Recruit, go to https://apol-recruit.ucsd.edu/analyst/help or contact Jennifer Park at jennifer@ucsd.edu.

AY 2014-2015 FTE Allocations

The 2014-15 FTE allocations have now been distributed to most divisions. The academic title, rank, and discipline(s) on recruitment plans must match the approved allocation.

Academic Titles

Academic Titles in e-RP, AP On-Line *Recruit,* or job advertisements should read:

- Full Professor (not Full Professor, tenure)
- Associate Professor (not Full Professor, tenure)
- Assistant Professor (not Assistant Professor, tenure-track)
- Clinical Professor
- Adjunct Professor
- Professor In Residence
- Professor of Clinical *(Insert specialty here)*

For titles that include more than one series, please list as: Full, Associate, or Assistant Professor (series to be determined) or (series based on skills experience and qualifications) in the ad text.

In AP On-Line *Recruit,* remember to select **all** of the potential title codes for the recruitment.

To view Tenured title codes visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenured-title-codes
To view Tenure-Track title codes visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#tenure-track-title-codes
For all other title codes visit:
https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#other-academic-positions-title-codes

Please **do not** include anything in the title to do with steps or salary. (i.e. Above Scale, Off Scale, etc.)

AJOB transitioned to AP On-Line _Recruit_
UCSD has phased out the Academic Job Opportunities Bulletin (AJOB) site and re-routed all academic job posting links to AP On-Line *Recruit* (see https://apol-recruit.ucsd.edu/apply). *Please remember to copy and paste the complete ad text* from recruitment plans into the Description field in *Recruit* when creating the basic recruitment (see https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments).

Direct Applications Only on Recruit
Application materials should be uploaded into Recruit by the applicant, not the department. If an application is received by the department outside of AP On-Line Recruit, the analyst will need to contact the applicant and invite him/her to apply through AP On–Line *Recruit*. The link to access all UCSD academic jobs at UCSD is: https://apol-recruit.ucsd.edu/apply .

New ADEO Team members!

Welcome to Michael "MT" Turner, M7Turner@UCSD.edu. MT will be assisting ADEO with Interim and Selection Reports compliance review.

Welcome to Jesse Hurtado, jhurtado@ucsd.edu. Jesse is assisting ADEO part-time with academic recruitment and retention projects.

For questions regarding this information, or if you want to unsubscribe/subscribe, please contact adeo@ucsd.edu, subject line "ADEO & Academic Recruitment announcements for July 2014"