ADEO & Academic Recruitment announcements for August 2014

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

AJOB Transitioning to _Recruit_

As we mentioned last month, UCSD has phased out the Academic Job Opportunities Bulletin (AJOB) site and centralizing all academic posting jobs to *Recruit* (see: https://apol-recruit.ucsd.edu/). *Please remember to copy and paste the complete ad text,* including the AA-EOE statement from the recruitment plan into the description field on *Recruit* when creating the basic recruitment see: https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments). The complete ad text in the description field of *Recruit* is no longer optional.

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.

Manage Your Applicants on Recruit

Please update the status on recruitments by logging into Recruit and entering the status of applicants, short list candidates and final candidates; setting up consistent review dates for long term recruitments helps this process. The information on these candidates can be found on Interim/Selection Reports and/or from the Department Chair. Directions on how to disposition applicants and candidates on Recruit are located on the Recruit Help page or you can refer to 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
- **Manag**e 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

Processing Timelines for Interim Reports and Selection Reports

The initial review of interim Reports and Selection Reports will occur within 10 business days of submission to adeo@ucsd.edu. In Cases when the hiring unit has a critical need for an expedited review please be sure to state URGENT in the subject line and ADEO will do their best to review within 3 business days of submission.

Advertisements on _Recruit_

Starting with AY 14-15, all advertising/outreach evidences will be stored on Recruit. Simply copy the advertising/outreach list from eRP and enter the identical information on Recruit. When the advertising/outreach is executed, upload the ad evidences on Recruit, too. (https://apol-recruit.ucsd.edu/analyst/help/manage_recruitments#advertisements). You will see the ADEO posted advertisements will also be uploaded on Recruit and when you submit your

Interim/Selection Report, add a note that the ad copies are on Recruit— No need to save or send additional copies and easier access to the entire recruitment record. Each department must conduct their own outreach efforts ***using agencies apart from the ones used by the university*** which include: the Higher Education Recruitment Consortium (HERC), American Job Exchange (AJE), and DiverseJobs.net.

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.)

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 .