ADEO & Academic Recruitment announcements for December 2014

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

2014-2015 job advertising/outreach advertising for faculty recruitments

In collaboration with the Office of the Vice Chancellor for Equity, Diversity and Inclusion, the Office of the Executive Vice Chancellor for Academic Affairs has secured continuing and additional institutional advertising agreements with the following resources for December 1, 2014-November 30, 2015:

- Higher Education Recruitment Consortium (HERC)
- Diverse Education / DiverseJobs.net

These resources provide advertising that complies with Office of Federal Contract Compliance Programs requirements; demonstrates broad outreach efforts to diverse jobseekers and increases applicant-pool diversity. The EVCAA and VCEDI offices have underwritten 100% of the cost of these institutional agreements, and there is no additional cost to the departments for using them.

Please include these advertising/outreach resources in all academic recruitment plans, along with your department's own diversity and discipline-specific outreach advertising.

Who is considered "Shortlisted"?

The term "Shortlist" as designated in the Diversity Report PDF and consists of all statuses beyond Serious Consideration. Those include: Invite for interview, Interviewed, Selected candidate, Offered, Accepted offer, Declined offer, Hired, Withdrawn, and Campus declined. Serious consideration is **NOT** a shortlisted status.

External Referee language:

External referees must list their relationship to the applicant, particularly if they have been a collaborator.

Basic Qualifications:

The U.S. Department of Labor/ OFCCP only considers those individuals who meet the advertised basic qualifications as "applicants." Please mark your applicants accordingly in order to produce an accurate Diversity Report that meets the requirements of the OFCCP. Committee reviewers will and should see only completed applicants.

IMPORTANT! Always use objective, non-comparative, relevant, and verifiable criteria.

Campus Closure and Recruit Assistance

The Office of Academic Diversity and Equal Opportunity will be closed December 24, 2014 through January 2, 2015 for Winter Administrative Recess. Support will be limited during this time. **Please submit all recruitment documents for processing before December 17th** in order to give ADEO time to process your reports.

Selection Report Audit:

OADEO is currently auditing past selection reports and uploading them to APOL-Recruit. Departments will be contacted with a list of incomplete files and asked to provide the proper files.

New Recruit Naming Convention RP 10-XXX:
To ease the OADEO internal audit procedures we are now asking that all new recruitments created on RECRUIT include the eRP 10-XXX number to be placed in front of the title i.e.
10-XXX Position Title – Department/Area

December Holidays:
The Office of Academic Diversity and Equal Opportunity wishes everyone a happy holiday season and safe travels. To learn about the different holidays during December please visit:
http://www.rochester.edu/diversity/calendar.html#december

ADEO Newsletter Archive:
View the pdf versions of 2014 OADEO Newsletters at:
http://academicaffairs.ucsd.edu/aps/adeo/index.html

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