

ADEO & Academic Recruitment announcements for May 2017

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

Waivers

Conducting full searches for academic appointments supports the University of California in complying with federal and state laws and advancing our commitment to diversity. In **rare circumstances**, and on a **case-by-case basis**, the requirement of conducting an open search prior to review for appointment may be waived. This process should be the exception and not the rule. We are noticing a trend of waivers to open recruitments being submitted more and more frequently; this should not be the first option to appoint academics. For a full explanation of waiver guidelines go to <https://academicaffairs.ucsd.edu/aps/adeo/recruitment/waivers.html>.

Unit 18 Search Plans

The Search Plan process for Unit 18 lecturer recruitments is abbreviated to accommodate bargaining unit guidelines. All applicants for Unit 18 recruitments use a "Contributions to Diversity (C2D) Description". Unit 18 searches can remain "Open Until Filled" with quarterly review dates for a full year. Departments do not need to conduct their own outreach and advertising, ADEO has got you covered. The stated Selection Criteria and Process can be shorter than a standard recruitment.

Search Plan

- "Open until filled"
- Contributions to Diversity Description
- Minimum quarterly review dates
- Minimum ad posting (ADEO posts)
- Shorter selection plan

What's in a Name?



Did you know OADEO reviewed 1,137 Search Plans, Shortlist and Search Reports during AY16-17? ADEO also produces the Affirmative Action Report and Affirmative Action plan for the entire academic workforce every year. And we can help you with recruiting and compliance, even before you submit a Search Plan. Don't let the name fool you-we are your recruitment resource.

Recruit Post Audit AY 15-16

ADEO is conducting an internal post audit on all AY 15-16 recruitments. Legacy searches and stale submitted and pending reports from AY 15-16 will be inactivated. While this cleanup is happening, some submitters may receive automated "approval" notifications. ADEO will also be sending out requests for missing or "not matching" information in Recruit, which is needed in order to complete the documentation and conclude these stale recruitments. For more information, contact Sarah Clark at s2clark@ucsd.edu.

Disposition Reasons vs. Comments: What's the difference?

All qualified applicants with a "Complete" status need a **Disposition Reason**. In addition to the reason, all applicants with any status beyond "Complete" also need a **Disposition Comment**-a more detailed explanation citing specific reasons, factors, and criteria for why the candidate is being Proposed, or not. The further the applicants' status, the longer and more specific the disposition comment must be. Brief and general comments such as "Not impressed by interview", "Top candidate", "Good job talk", or "Interview showed deficiencies" will require more description from your search committee. For more information, see https://apol.recruit.ucsd.edu/analyst/help/manage_applications#about_statuses.

Email typos-Where do they go?

A screenshot of a web form titled "Edit a reference". It has several input fields: "Name" (Chesley "Sully" Sullenberger), "Email" (capsully@gmail.com), "Email confirmation" (capsul), "Affiliation" (US Airways), and "Job title" (Recruiting airline pilot, goose killer). A red arrow points from the "Email" field to the "Email confirmation" field, with the text "Common typo" next to it. Another red arrow points from the "Email confirmation" field to the "Job title" field, with the text "Email suggestion" next to it. A small warning icon is next to the "Email" field with the text "Do you mean capsully@gmail.com?".

Typos: everybody makes them. While most of the time they are inconsequential, they are a problem when it comes to an applicant or a reference's contact info, causing emails from Recruit to go nowhere. To help with this problem, Recruit has a new feature. When an odd email domain, such as *hotmail.com* or *gmel.co* is entered, **Recruit will display an email suggestion alert** to the user to point out the possible mistake.