Non-Senate Academic Recruitment Process

Department downloads and completes non-senate approval packet from APO website and submits it to Dean.

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Divisional Coordinator/Analyst reviews packet (returns to Department if revisions are necessary) and forwards to Dean for final approval. *

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Divisional Coordinator forwards Dean-approved packet to APO.

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APO reviews packet for conformance to law and policy, sets up search in UCRecruit, and sends search plan and the draft applicant screening criteria to the unit for review and approval. If necessary, the unit will provide APO with revisions before the search goes live.

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Once the unit approves the search plan, APO publishes the recruitment (search is live and the public can begin to submit applications).**

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Hiring unit conducts outreach prior to the first review date (forwards job posting to colleagues, professional listservs, potential applicants, etc.).

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Once the first review date (application deadline) has passed, committee can begin to officially review applications submitted on time.***

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Committee conducts interviews, reference checks (if applicable), and identifies selected candidate.

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Committee Chair or the hiring unit's staff Recruit Analyst updates Recruit with the assigned screening criteria and post-interview narratives for the eligible applicants.

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Committee Chair provides the Recruit Analyst all evidence of outreach conducted. Analyst uploads to the recruitment's advertisement page.

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Recruit Analyst submits search report.

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The committee Chair, as the first approver of the report, reviews the report to ensure it accurately reflects the committee's evaluation of the applicants. If satisfied, the chair approves the report.

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APO reviews search report and when revisions are required, returns the report to the Department via change request.

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APO reports to Dean affirmative action data, approves search report and generates the UCRecruit short list report for Dean's review and approval.****

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Dean reviews short list report to compare the applicant pool to the availability data and ensure the hiring unit made a good faith effort to reach a large and diverse pool of potential applicants.

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Dean reviews search report to ensure the applicants' evaluations are consistent with the advertised qualifications and have been applied fairly.

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If both reports are acceptable, the Dean approves both. The unit has recruitment compliance to proceed with the candidate's appointment review.

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The hiring unit's Recruit Analyst receives a system generated notification from UCRecruit that the report has been approved by the Dean.

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Once the candidate has been officially hired into the position, the hiring unit's Recruit Analyst updates the applicant status to "hired" in UCRecruit and notifies the APO Recruitment team.*****
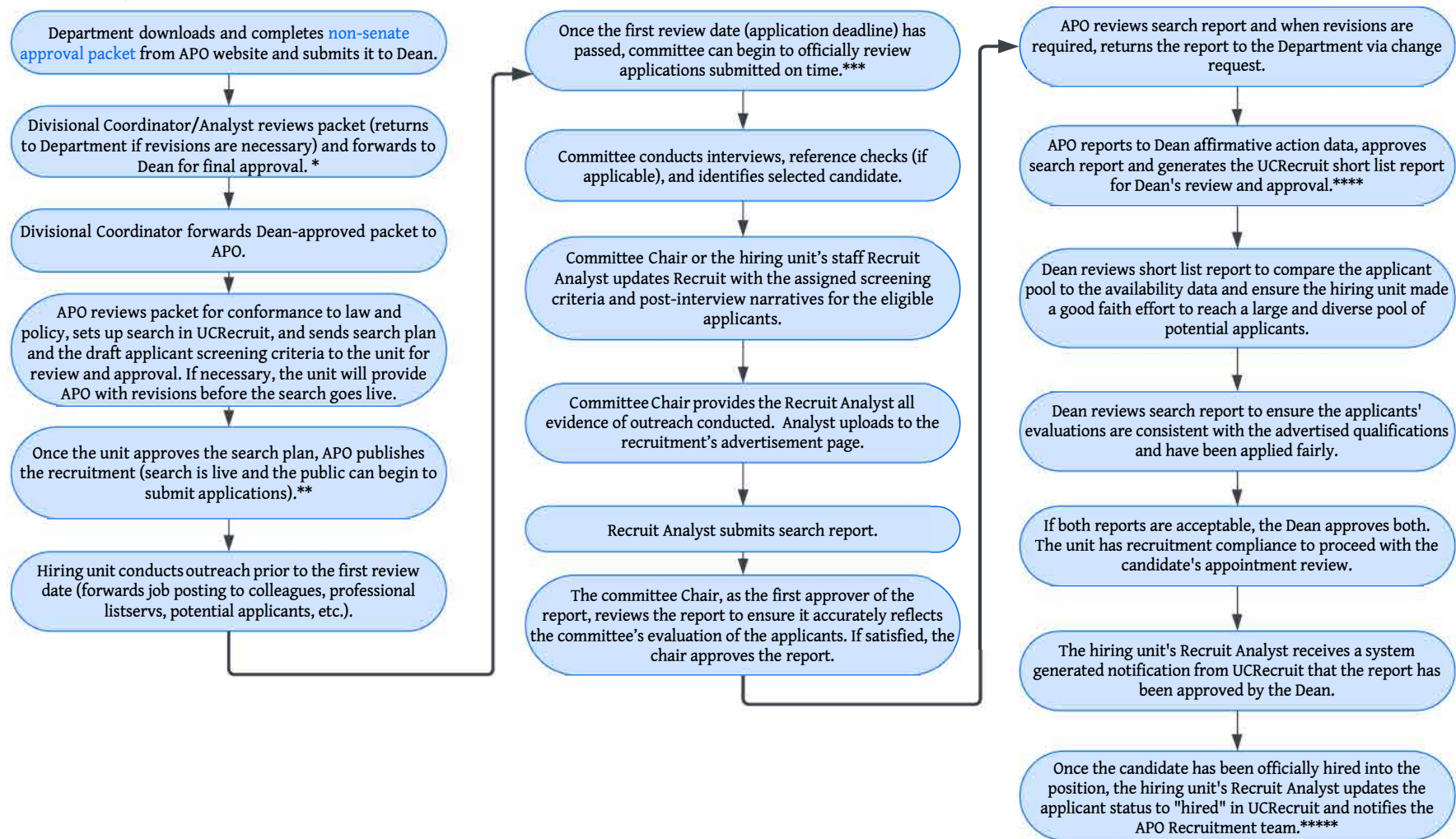
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*Upon receipt of the packet, the division confirms that there is adequate funding for the position.

**Recruitments must be posted for a minimum of 30 days before the first review date.

***If committee determines there are not enough applications, or those that are submitted are insufficiently qualified, it can request APO to update the search with a new, future, review date to alert the public that the committee is still accepting applications.

****APO staff will close the non-senate recruitment from public view at the time they approve the report.

*****When updating the applicant status to "hired," the unit must enter the UCSC employee ID before APO can conclude the recruitment.