

NEW NON-SENATE RECRUITMENT: SET-UP FORM

You are required to complete each section of this form, unless the section is identified as *optional* or as in the case of the last page of this form, the section is to be completed by the division.

Click [here](#) to access the complete set of instructions for completing this form. Additionally, the majority of the form's sections and subsections include hyperlinks which you can click on to access instructions specific to the section or field.

[SUPERVISION](#)- Will display in job ad.

Name of Supervisor			
How many candidates is the unit seeking to hire from this recruitment?			
Single Hire			
Multiple Hires		How many?	

[DETAILS](#)- Will display in job ad.

General Information- will display in job ad.	
Title of Position <small>(working title)</small>	
Department	

Contact Information		
Role	Name	UCSC Email
Faculty and Staff Contact		
Public Contact		
HELP Contact - Will display in job ad	N/A	
Recruit Analyst <small>(Staff in dept, college, or ORU)</small>		

Web Page(s)- will display job in ad.	
<small>At a minimum, provide at least the hiring unit's website.</small>	
Label (e.g., <i>Art Department</i>)	URL

Dates- will display in job ad.		
Proposed Open Date		Default: ASAP
		Custom. Enter date in the field below.
Proposed Initial Review Date <small>(i.e., application deadline)</small>		Default: 30 days after recruitment's open date
		Custom. Enter IRD in the field below.
Proposed Final Date		One year after open date <small>(maximum duration)</small> .
		Custom. Enter date in the field below.

Click [here](#) to learn about subsequent review dates and how they impact the committee's access to applications.

POSITION

<u>Job Location</u> - will display in job ad.	
	Default: <i>Santa Cruz, California</i>
	Custom Location. Provide the location in the field below.
<u>Salary</u> - will display in job ad.	
Provide in the field below the budgeted salary or salary range to appear in the job posting.	
\$	
Do you want the job posting to provide a URL to the current UCSC salary scales?	
	Yes, please include the URL to the UCSC Salary Scales.
	No, please do not include the URL to the UCSC Salary Scales.
<u>Anticipated Start Date</u> - will display in job ad.	
	Default: <i>As soon as possible after initial review of the applications.</i>
	Custom: Provide anticipated start date in field below.
<u>Position Duration</u> - will display in job ad.	
	One year
	Two years
	Three years
	Other. Provide duration in the field below.
<u>Percent Time</u> - will display in job ad.	
	Default: <i>Full-time (100%)</i>
	Custom: In the field below, provide the percentage, or if variable, the percentage range.
<u>Rank(s)</u>	
In the field below, provide the applicable rank(s) for this recruitment (if applicable)	
<u>Title Code(s)</u>	
In the field below, provide all potential title codes for hire(s) that could result from this recruitment (including non-represented and non-exempt, if applicable).	

Please see the following page

RESEARCH TITLES COVERED BY THE RA UNIT

If your recruitment is for a position in the Specialist, Project, or Professional Research title series, please answer the following questions.

Question #1: Will the incumbent's initial appointment will be less than one year? If yes, select the applicable justification below. If the initial appointment will be one year or more, proceed to question #2.	
	Initial appointment will be less than one year based on the position's assigned work.
	Initial appointment will be less than one year based on the unit's programmatic need.
	Initial appointment will be less than one year based on the available funding for the position.
Question #2: Will the incumbent(s) supervise two or more career/contract subordinates?	
	Yes, the incumbent will supervise two or more career/contract subordinates.
	No, the incumbent will not supervise two or more career/contract subordinates.

POTENTIAL FOR NOTICING BARGAINING UNIT

The following questions are applicable to all academic titles, therefore please answer the following questions.

Question #1: Is this a new position?	
	Yes, this is a new position.
	No, this is not a new position.
Question #2: If you answered <i>Yes</i> to question #1, will the position include any duties that have been moved out of a represented staff or academic position?	
	Yes, the position will include duties assigned, or previously assigned, to a represented position.
	No, the position will not include duties assigned, or previously assigned, to a represented position.
<p>If you answered <i>Yes</i> to question #2, please contact your division's academic personnel team. The division may need to consult with SHR's Labor Relations about the potential need for noticing the applicable union/bargaining unit.</p> <p>To save you time, you may want to refrain from moving forward with completing this form until your division confirms you can proceed with this recruitment.</p>	

Please see the following page

BASIC QUALIFICATIONS (required at the time of application) - Will display in job ad.

In the field below, provide your recruitment's basic qualifications.

DESCRIPTION- Will display in job ad.

All position descriptions will open with the following statement, *[Supervisor name] in the [hiring unit name] at the University of California, Santa Cruz (UCSC) invites applications for the position [insert title of position].*

In the field below, provide the remainder of the position description's, which should address the following:

- A brief, general overview of the hiring unit.
- Overview of the position's core functions/duties.
- (Optional) Additional qualifications and/or areas of expertise that the **ideal** candidate(s) would possess.

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APPLICATION REQUIREMENTS- Will display in job.

In Recruit, application requirements include references and documents. References refers to the method and timing in which the system will ask references to provide confidential letters for an applicant. Documents refers to the materials that applicants submit as part of their application file.

References

If confidential letters **will not be used to evaluate the applicants**, do not include them as an application requirement. To learn more about your options, click on the **or the *References*** hyperlink (see above).

If confidential letters will be an application requirement, and the committee will use them to evaluate the applicants, please answer the following questions.

Question 1: Will confidential letters will be an application requirement?

	Yes, confidential letters will be an application requirement. If you select this option, proceed to question #2.
	No, confidential letters will not be an application requirement, but the job posting will instruct applicants to provide a list of professional references, since the committee will conduct reference checks. If you select this option, proceed to question #4.
	No. The recruitment will not require confidential letters or a list of professional references. If you select this option, proceed to the next section titled <i>Default Documents</i>.

Question 2: How many confidential letters are required? How many letters are optional? Indicate the quantity that will be required and/or optional in the corresponding fields below.

	Required
	Optional (if applicable)

Question 3: Which Recruit configuration will be used to obtain the confidential letters?

	Letters of Recommendation (click here for further information on this method)
	Contact Information Only (click here for further information on this method)

Question 4: If you responded in question 1 that the committee will conduct reference checks or you responded in question #3 that you will use the *Contact Information Only* configuration, how will you use the information provided in the reference checks or confidential letters? Select the applicable response below.

	The information provided in the reference checks/ confidential letters will help the committee determine whom they will interview.
	The committee will conduct reference checks /request confidential letters after the interviews have concluded. The information provided in the reference checks/ confidential letters will help the committee identify the proposed candidate(s).

Please see the following page

APPLICATION REQUIREMENTS - *continued* - Will display in job ad.

Default Documents For any of the default documents listed below that you want to use, indicate if they are required or optional and if you would like, provide additional information or instructions for the applicants. At a minimum, a curriculum vitae should be required.		
Required	Optional	Document
		<p>Curriculum Vitae - <i>Your most recently updated C.V.</i></p> <p>Provide additional instructions below(optional):</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
		<p>Cover Letter</p> <p>Provide additional instructions below(optional):</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
		<p>Statement of Research</p> <p>Provide additional instructions below(optional):</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
		<p>Statement of Teaching</p> <p>Provide additional instructions below(optional):</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
		<p>Statement of Contributions to Diversity, Equity, and Inclusion - <i>Statement addressing your understanding of the barriers facing traditionally underrepresented groups and your past and/or future contributions to diversity, equity, and inclusion through teaching and professional or public service. Candidates are urged to review guidelines on statements (see https://apo.ucsc.edu/diversity.html) before preparing their application.</i></p> <p>Provide additional instructions below(optional):</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>

Please see the following page

APPLICATION REQUIREMENTS - *continued* - Will display in job ad.

Skip to the next section of this form if custom application documents will not be included.

Required (Quantity)	Optional (Quantity)	Document
		<p>Document title:</p> <input data-bbox="396 534 1487 596" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 650 1487 809" type="text"/>
		<p>Document title:</p> <input data-bbox="396 862 1487 924" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 978 1487 1137" type="text"/>
		<p>Document title:</p> <input data-bbox="396 1190 1487 1252" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 1306 1487 1464" type="text"/>
		<p>Document title:</p> <input data-bbox="396 1518 1487 1580" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 1634 1487 1792" type="text"/>
		<p>Document title:</p> <input data-bbox="396 1846 1487 1908" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 1962 1487 2120" type="text"/>
		<p>Document title:</p> <input data-bbox="396 2174 1487 2236" type="text"/> <p>Provide additional instructions below(optional):</p> <input data-bbox="396 2290 1487 2448" type="text"/>

DIVERSITY (Availability Demographics)

Fields of Study
Refer to Recruit's current fields of study list provided in the Availability Data- Non-tenured document and enter in the field(s) below that are applicable to your recruitment. <u>Please click on the link above to access the current fields rather than referring to fields used in a previous recruitment, since the list is updated annually.</u>

ADVERTISEMENTS

Outreach / Advertisement Source	
Select below the outreach effort(s) the hiring unit will conduct for this recruitment.	
	Forward job ad to e-mail listserv - Provide details in the field below. <input type="text"/>
	Personal outreach committee will conduct via email
	Personal outreach committee will conduct via phone
	Advertise position in professional journal / bulletin (printed publication) - Provide details in the field below. <input type="text"/>
	Advertise position with professional organization (web site job posting) - Provide details in the field below. <input type="text"/>
	Advertise position at professional organization conference - Provide details in the field below. <input type="text"/>
	Other- Provide details in the field below. <input type="text"/>

Please see the following page

SEARCH COMMITTEE

In the table below, provide the required information for the committee members.				
Role	Name	Title	UCSC Cruz ID	Indicate if reviewer is a registered student
Committee Chair				N/A
Other Committee Reviewer				
Other Committee Reviewer				
Other Committee Reviewer				

IMMIGRATION STATUS SPONSORSHIP

Indicate below if the hiring unit will sponsor/ will not sponsor an employment-eligible immigrant status (e.g., H-1B visa, J-1 visa) if the selected candidate requires sponsorship.

Click on the *Immigration Status Sponsorship* hyperlink above for more information

	<p><u>Yes, unit can sponsor (or potentially sponsor) employment-eligible immigrant statuses.</u></p>
	<p><u>No, unit will not sponsor employment-eligible immigrant statuses.</u> APO will add the following statement to the position description: <i>The hiring unit will not sponsor employment-eligible immigration statuses for this position.</i></p>

The following page is to be completed by the Divisional Analyst

****THE FOLLOWING SECTION IS TO BE COMPLETED BY THE ACADEMIC DIVISION****

<p>Divisional Analysts, please confirm by clicking on the corresponding checkbox that you have ensured the following requirements have been met.</p>			
<p>The supervisor for the position holds an active, UCSC <u>academic appointment</u> AND they are appointed to a title series that can supervise the advertised position.</p> <p>For example, an appointee to the Professor title series can supervise a postdoctoral scholar, an appointee to the Professional Research title series can supervise an appointee to the Specialist title series.</p> <p>If decanal approval for an exception to policy was granted, please indicate in this the <i>Additional Information</i> field below. For example., an appointee to the Professional Research series has been granted decanal approval to supervise a postdoctoral scholar.</p>			
<p>There are no individuals eligible for recall (i.e., on layoff status) with the hiring unit requesting this recruitment.</p>			
<p>Research Titles Covered by the RA Unit: Based on the unit’s response on page 3 of this form, you are confirming that you have determined whether or not the position is represented, or unrepresented and the correct title codes have been provided on this form. See APO’s Academic Researcher Unit (RA) Contract Toolkit.</p>			
<p>Potential for Noticing Bargaining Unit: Based on the unit’s response on page 3 of this form, if the position being recruited includes duties that will be moved from a represented staff or academic position, you are confirming that you have consulted with SHR’s Labor Relations and it was determined that notification to the union is not required (and if it was, this has occurred, and the unit can now proceed with the recruitment).</p>			
<p>Additional Information: Please provide any additional relevant information concerning this recruitment.</p>			
<p>Divisional Analyst Name:</p>		<p>Date Form Reviewed:</p>	