

ONGOING POOL RECRUITMENT: SET-UP FORM

This form is designed for pool recruitments. On pages 1-4, some questions are broken out to address non-lecturer pools vs lecturer pools and they are clearly identified.

Click here to access the instructions for completing this form. Additionally, the titles of the sections, and a majority of the fields, are hyperlinked, so you can access instructions specific to the section or field.

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

Name of Supervisor - will display in job ad
<i>Lecturer Pool</i> No information to provide, job ad will list supervisor as Department Chair.
<i>Non-lecturer Pool</i> In the field below, provide the name of supervisor.

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

General Information - will display in job ad
Title of Pool - will display in job ad
<i>Lecturer Pool</i> Not applicable. Standard language for lecture pools and adjunct professor pools will be inserted by APO.
<i>Non-lecturer Pool</i> In the field below, provide the desired title for the pool recruitment.
Department - will display in job ad In the field below, provided the name of the department, college, or ORU requesting the recruitment.

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 admin. in dept, college, or ORU</small>		

Web Page(s) - will display job in ad At a minimum, provide in the field below the hiring unit's web page.	
Label (e.g., <i>Art Department</i>)	URL

Please see the following page

[DETAILS](#) - continued

Dates- will display in job ad		
Pool Recruitment Duration		Default: one-year
		Custom: Less than one year. List below the period of time pool is to remain open. _____
Proposed Open Date		Default: As soon as APO can create the recruitment in Recruit.
		Custom: Enter below the proposed open date. _____
Initial Review Date		Default: 30 days after the recruitment's open date.
		Custom: Enter below the initial review date _____

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

[POSITION](#)

Job Location - will display in job ad	
	Default: <i>Santa Cruz, California</i>
	Custom Location: Provide the location in the following field. <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Salary - will display in job ad	
Lecturer Pool	
Language to appear in posting.	
<i>A reasonable estimate for an appointment to teach a standard five-credit course is \$X - \$X (based on salary points x-x), please see the UCSC Salary Scales and refer to the Non-senate Instructional (NSI) Unit 18 Pre-six Lecturer Academic Year scale. Instructional Workload Credit (IWC) valuation may vary, and the course salary will be adjusted accordingly. Compensation for Summer Session courses may vary from courses taught during the academic year (see Summer Session Faculty and Lecturer Pay).</i>	
Enter below the annual salary or annual salary range.	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Enter below the per course salary or per course salary range for a five-credit course.	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
Non-lecturer Pool	
Language to appear in posting.	
<i>Commensurate with qualifications and experience. The posted UCSC Salary Scales set the minimum pay determined by rank and step at appointment. See the scale titled, X "Off-scale salaries", i.e., a salary that is higher than the published system-wide salary at the designated rank and step, are offered when necessary to meet competitive conditions. A reasonable estimate for this position is \$X.</i>	
Enter below the annual salary or annual salary range.	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	
If positions will be less than full-time, please enter below the actual annual salary or annual salary range.	
<div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

Please see the following page

POSITION - continued

Anticipated Start Date - will display in job ad
Lecturer Pool APO will use the following language for lecturer pools and will update the quarter and years accordingly. <i>Appointments are contingent on the hiring unit's instructional need and the availability of funding. **This recruitment is valid for initial appointments made in X quarter 20XX through X quarter 20XX.** Initial appointments with effective dates outside of this recruitment period will require an alternative open recruitment.</i>
Non-lecturer Pool APO will use the following language for non-lecturer pools and will update the quarter and years accordingly. <i>Appointments are contingent on the hiring unit's need and the availability of funding. This recruitment is valid for initial appointments to the X title series made from X20XX through X20XX.</i>

Position Duration - will display in job ad
Lecturer Pool APO will use the default language for lecturer pools and update the quarter and years accordingly. <i>Appointments are contingent on the hiring unit's instructional need and the availability of funding. **This recruitment is valid for initial appointments made in X quarter 20XX through X quarter 20XX. Initial appointments with effective dates outside of this recruitment period will require an alternative open recruitment.</i>
Non-lecture Pool Select from the options below, the applicable duration for initial appointments.
One year
Two years
Three years
Other: Enter duration in the following field. _____
APO will use the default language below for non-lecturer pools and will update the duration according to your selection. <i>Initial appointment will be for [X duration], with the possibility of reappointment. Should the hiring unit propose reappointment, a review to assess performance will be conducted. reappointment is also contingent upon the availability of funding.</i>

Percent Time - will display in job ad
Lecturer Pool APO will use the default language for lecturer pools. <i>Variable, based on the course load assigned.</i>
Non-lecturer Pool Provide the position's percentage of time.
Default: Full-time (100%)
Less than full-time. Enter the percentage of time in the following field. If the percentage will be, or could be variable, provide the percentage range. _____

Please see the following page

POSITION - continued

Rank(s)
<i>Lecturer Pool</i> No information to provide, since the pre-six lecturer title series does not include ranks.
<i>Non-lecturer Pool</i> In the field below, provide the applicable rank(s) for this recruitment (if applicable)
Title Code(s)
<i>Lecturer Pool</i> No information to provide, APO will configure lecturer pools with the title codes 1630, 1632, and 1550.
<i>Non-lecturer Pool</i> Enter in the field below, the applicable title code(s) for this pool recruitment.

RESEARCH TITLES COVERED BY THE RA UNIT

If your pool is for pre-six lecturers, skip to the next section, *Potential for Noticing Bargaining Unit*.
If your pool recruitment is for a position in an academic title series that is included in the Academic Researchers Bargaining unit, please answer the following questions.

Question 1: Will the pool-qualified candidates' initial appointment 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 pool-qualified candidates 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.
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. 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.	

[BASIC QUALIFICATIONS \(required at the time of application\)](#) - Will display in job ad

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

Please see the following page

DESCRIPTION - Will display in job ad

All position descriptions will open with the following statement, *The [hiring unit name] at the University of California, Santa Cruz (UCSC) invites applications for an ongoing pool of [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.

[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 *Default Documents*.

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: Enter quantity in the field to the left.

Optional (if applicable): Enter quantity in the field to the left.

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, or the confidential letters will help the committee **determine whom they will interview.**

The committee will conduct reference checks, or it will request confidential letters, after the interviews have concluded. The information provided in the reference checks, or the 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 data-bbox="365 486 1495 720" style="border: 1px solid black; height: 87px;"></div>
		<p>Cover Letter</p> <p>Provide additional instructions below(optional):</p> <div data-bbox="365 817 1495 1051" style="border: 1px solid black; height: 87px;"></div>
		<p>Statement of Research</p> <p>Provide additional instructions below(optional):</p> <div data-bbox="365 1147 1495 1381" style="border: 1px solid black; height: 87px;"></div>
		<p>Statement of Teaching</p> <p>Provide additional instructions below(optional):</p> <div data-bbox="365 1478 1495 1712" style="border: 1px solid black; height: 87px;"></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 data-bbox="365 1884 1495 2118" style="border: 1px solid black; height: 87px;"></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
		Document title: <input data-bbox="378 559 1468 615" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 655 1468 814" type="text"/>
		Document title: <input data-bbox="378 889 1468 946" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 986 1468 1145" type="text"/>
		Document title: <input data-bbox="378 1220 1468 1276" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 1317 1468 1475" type="text"/>
		Document title: <input data-bbox="378 1550 1468 1607" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 1647 1468 1806" type="text"/>
		Document title: <input data-bbox="378 1881 1468 1938" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 1978 1468 2136" type="text"/>
		Document title: <input data-bbox="378 2212 1468 2268" type="text"/> Provide additional instructions below(optional): <input data-bbox="378 2308 1468 2467" type="text"/>

[DIVERSITY \(Availability Demographics\)](#)

Fields of Study

Refer to Recruit's current fields of study list provided in the [Availability Data - Fields of Study](#) web page and enter in the field(s) below that are applicable to your recruitment. 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.

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	Academic Position 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>Yes, unit can sponsor (or potentially sponsor) employment-eligible immigrant statuses.</p>
	<p>No, unit will not sponsor employment-eligible immigrant statuses. 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,
NOT THE HIRING UNIT**

Divisional Analysts, please confirm by clicking on the corresponding checkbox that you have ensured the following requirements have been met.

The supervisor for the position holds an active, UCSC academic appointment AND they are appointed to a title series that can supervise the advertised position.

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.

If decanal approval for an exception to policy was granted, please indicate in this the *Additional Information* field below. For example, an appointee to the Professional Research series has been granted decanal approval to supervise a postdoctoral scholar.

There are no individuals eligible for recall (i.e., on layoff status) with the hiring unit requesting this recruitment.

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](#).

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).

Additional Information: Please provide any additional relevant information concerning this recruitment.

Divisional Analyst
Name:

Date Form
Reviewed: