# **SENATE RECRUITMENT SET-UP FORM**

**\***Indicates field is required

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| **GENERAL INFORMATION** | |
| **\***Name of Hiring Unit |  |
| **\***Academic Title  (include ranks or levels if applicable) |  |
| **\***Title of the Position |  |
| **\***Title Code/s |  |
| **\***Provision Number |  |
| \*Space allocation must be provided before search can open |  |

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| **\*FIELDS OF STUDY**  For list of available fields, see <https://apo.ucsc.edu/employment/academic-recruitment/docs_acad-recruit-webpage/availability_data_fields_tenured.pdf> |
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| **SEARCH COMMITTEE MEMBERS (add more spaces as needed for entire committee membership)** | | | |
| **Role** | **\*Name** | **\*Title** | **\*UCSC Email** |
| **\***Committee Chair |  |  |  |
| Other Reviewers |  |  |  |
| Other Reviewers |  |  |  |
| Other Reviewers |  |  |  |
| Other Reviewers |  |  |  |

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| **CONTACT INFORMATION** | | |
| **Role** | **\*Name** | **\*UCSC Email** |
| **\***Faculty and Staff Contact |  |  |
| **\***HELP Contact |  |  |
| **\***System-generated Emails/ Public Contact |  |  |
| **\***Recruit Analyst  (at the department/ /college/ORU) |  |  |

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| **MAILING ADDRESS**  Will this recruitment require applicants to submit physical application materials? | |  | No |
|  | Yes |
| If yes, provide a UCSC mailing address. |  | | |

Please see the following page

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| **REFERENCE REQUIREMENT**  If you will be acquiring confidential letters in Recruit, select the *Recruit Reference Requirement* method that you will be using and indicate how many letters will be required and/or optional (see web page [*Instructions for Completing the Non-senate Flyer*](https://apo.ucsc.edu/employment/academic-recruitment/Initiating%20Recruitments/ns_instructions_flyer.html)for more information on these two methods).  If you do not plan on requesting confidential letters in Recruit but want applicants to provide a list of references, then you should provide instructions on the flyer for applicants to include a list of references on their CVs (or via a separate document). | | |
| **Insert an “X” to indicate the method that you will be using and indicate how many letters/references will be required and/or optional.** | | |
|  | **Letters of Recommendation** | How many confidential letters will be required? |
| How many confidential letters will be optional? |
|  | **Contact Information Only** | How many confidential letters will be required? |
| How many confidential letters will be optional? |
| At what point will you solicit the confidential letters (option a or b)?   1. We will request confidential letters from a subset of applicants to determine who will be interviewed (this option will require that you complete Section 2.5 in the Applicants Screening Criteria worksheet). 2. We will request confidential letters from all interviewees. Letters will help committee identify the proposed candidate(s). |

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| **RECRUITMENT PERIOD** | |
| **\***Open Date |  |
| **\***Initial Review Date (IRD) |  |
| **\***Final Date |  |