Senate Faculty Recruitment Process

PREPARATION

CP/EVC authorizes use of FTE.

Dean grants approval for Departments to begin search.

Department downloads and completes senate position approval packet from APO website.

Position approval packet submitted to Divisional Coordinator.

Divisional Coordinator/Analyst reviews packet (returns to Department if revisions are necessary).

Divisional Coordinator forwards Dean-approved packet.

APO checks approval packet for conformance to federal and UC regulations and policy. Once approved by Recruitment Manager, APO sets up a recruitment in UCRecruit.

APO Recruitment team shares the online recruitment draft with the Department for review and confirmation that content is accurate and ready to be posted to the public.

RECRUITMENT

APO sends official notification to Division and Department that recruitment is open and accepting applications.*

Department uploads evidence of outreach efforts in UCRecruit.*

Divisional Coordinator and Dean may review outreach efforts on an ongoing basis in UCRecruit.

VPAA & APO conduct senate recruitment process and fair hiring briefings.

REVIEW & SELECTION

Initial review date (IRD) passes. If it is determined that an insufficient number of applications have been received, Department can request that APO update recruitment with a new, future review date (i.e., application deadline).

Search committee reviews applications using the approved applicant screening criteria. Search committee meets to reach a consensus on disposition reasons based on advertised criteria.

Department enters assigned screening criteria in UCRecruit. Applicant statuses are updated for the candidates being recommended for formal campus interviews (alternate interviewees may also be indicated and/or ranked).

Department submits search report for approval. Department cannot invite candidates for campus visits until the report is approved by the Dean.

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

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

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.

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

Department may now invite candidates to interview. Formal campus visits are conducted.

Department enters candidates' final evaluations via post-interview narratives. Applicant statuses are updated accordingly. Alternate proposed candidates may also be indicated and/or ranked. Search report identifying proposed candidate is submitted.

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

APO approves search report.

Dean reviews and, if acceptable, approves proposed candidate and when applicable, any alternate proposed candidates. **

Dean approves search report. Department now has recruitment compliance to proceed with appointment review.

Department initiates appointment review in DivData.

Once official campus offer of employment is accepted, department updates candidate's applicant status to "hired" in UCRecruit.***
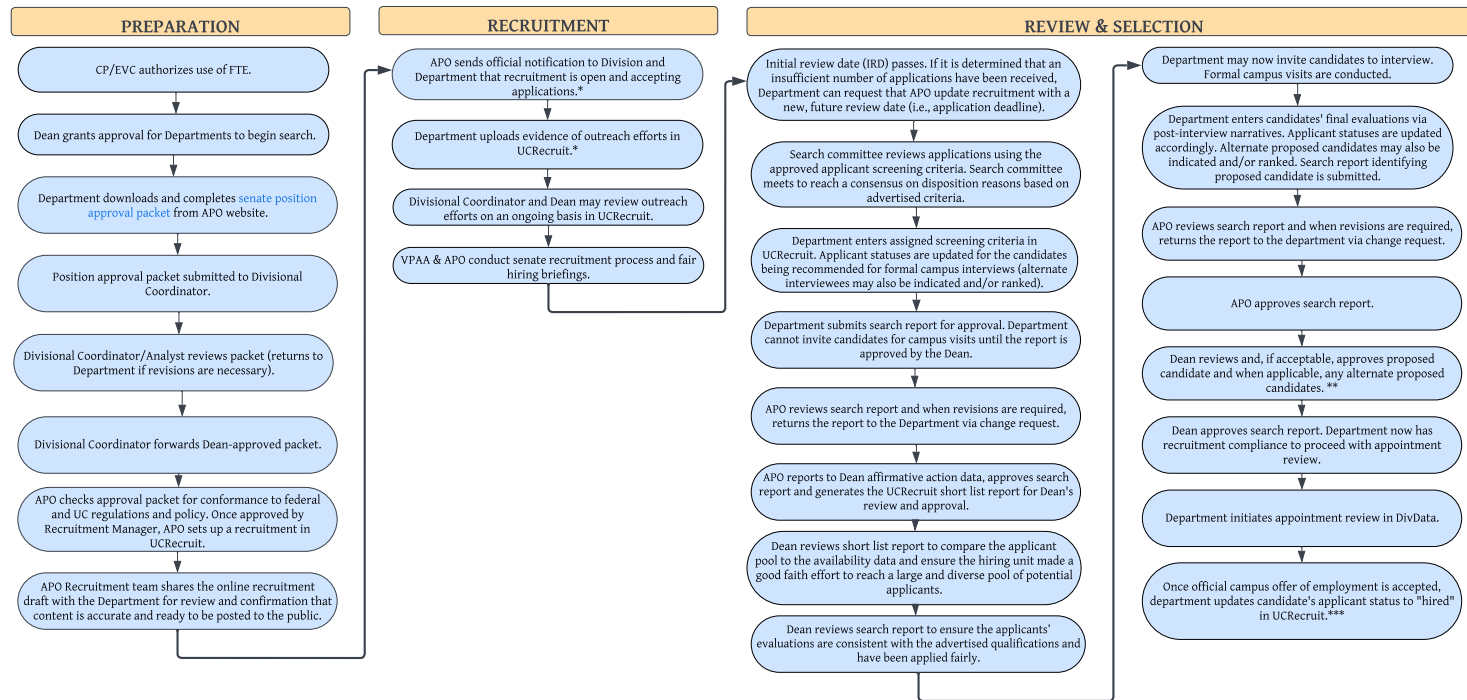
*Senate recruitments must be posted for a minimum of 60 days before official review of the applications can begin.

**Divisional Analyst and/or Dean may request change requests if they deem necessary.

If there are unranked, alternate, proposed candidates, a subsequent search report that provides their rankings will be required before the unit can extend a soft offer to an alternate.

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