January 27, 2014

DEANS
DEPARTMENT CHAIRS
DEPARTMENT MANAGERS
COLLEGE PROVOSTS
COLLEGE PROVOST ASSISTANTS
DIVISIONAL COORDINATORS
SUMMER SESSION DIRECTOR

Re: UC Recruit: An Update on the Online Application System for Academic Searches

Dear Colleagues:

I write to provide you with new information regarding the use of UC Recruit on our campus. I am pleased to announce that UC Recruit is now being used for all academic searches, including non-Senate searches (Lecturers, Specialists, Researchers, etc.). UC Recruit is a UC systemwide enterprise system that enables applicants to apply online and members of the search committee to review those applications on a 24/7 basis. Use of UC Recruit has streamlined the application process and has given search committee members more timely access to applications. Those departments that conducted Senate searches during 2012-13 and/or 2013-14 will already be familiar with this new system.

As a result of the use of UC Recruit, several changes to the academic recruitment process for non-Senate positions have been implemented and are discussed below. These changes are intended to streamline the recruitment process and simplify the documentation for non-Senate recruitments. Because DivData (the academic personnel database) is used to document academic searches, departmental staff must be involved in the recruitment process for all academic searches. As the University continues to develop the functionality of UC Recruit, I expect that future enhancements will allow P.I.s to produce recruitment documentation on their own, eventually resulting in a decrease in staff involvement.

Non-Senate Recruitments in UC Recruit

As a result of using UC Recruit for non-Senate recruitments, applicants may now directly upload their applications materials into the system, as well as solicit letters of recommendation, which are then collected by UC Recruit. Federally required diversity information is now automatically solicited from each applicant.

To facilitate UC Recruit setup, APO has designed a Position Approval Packet for non-Senate recruitments, which helps to guide P.I.s, Search Committee Chairs, and Department Chairs through the process of setting up a recruitment. It can be accessed from the web at: http://apo.ucsc.edu/docs/PositionApprovalPacket_NonSenate.doc. Procedures for approvals and submitting the packet are included within the document.

Non-Senate Final Screening/Ranking Comments in DivData

Effective this year, APO has implemented a streamlined process for completing non-Senate documentation in DivData. The Applicant Screening, Part B, and the Final Candidate Ranking, Part C, of the recruitment documentation have been replaced by a single document, the Final Screening/Ranking. This document compiles the review comments for each applicant as they progress through the review, rather than requiring two documents at different stages of the recruitment. This change is applicable only to non-Senate recruitments. In order to expedite the recruitment process, it is important that the department/unit designate support staff in advance of searches so that staff access to DivData may be granted, if not already in place.

Transitioning On-going Pool Searches to UC Recruit

During 2013-14, APO staff will be working closely with department staff to transition on-going pool searches into UC Recruit. This will entail closing current searches and opening new searches in UC Recruit. APO staff will provide further details as they work with department/unit staff on this transition.

Please share this information with staff who may be involved in the recruitment process for non-Senate academics. P.I.s initiating searches will be provided this information directly at the time they open a search. If you have any questions about this information, please contact the Academic Personnel Office at apo@ucsc.edu.

Sincerely,

Pamela G. Peterson
Assistant Vice Chancellor
Academic Personnel

cc: Campus Provost and Executive Vice Chancellor Galloway
        Analyst Le, Office of Diversity Equity and Inclusion