

Academic Recruitment Procedures

In the recruitment of new academic appointees, the Department Chair will ensure that:

- Search committee members are cognizant of UCSF's affirmative action/equal employment opportunity policies and procedures.
- The Recruitment Plan is designed to ensure broad recruitment. A wide variety of advertising options is used to reach the widest audience of qualified persons and will likely net a broad applicant pool.
- All solicitations for applicants will include a statement that UCSF is an affirmative action/equal opportunity employer and that UCSF undertakes affirmative action to assure equal employment opportunity for underutilized minorities and women, for persons with disabilities, and for protected veterans.
- The same criteria are used to review all candidates. The recommendation to appoint is based on criteria appropriate to the academic position, consonant with institutional needs, and made without regard to race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history) ancestry, marital status, age, sexual orientation, citizenship, veteran status, or service in the uniformed services.

Search Initiation

- An Academic Recruitment Plan must be completed. All data fields must be completed. Please do not indicate "see attached" in any of the fields.
- The Department Chair shall appoint a core Search Committee and its Chair. The core Committee may contain no fewer than four (4) faculty members, including the search committee chair. Additional committee members may include students, staff, and non-faculty academics as appropriate to the recruitment, but will not be counted towards the demographic of the core committee.¹
- The core search committee must include at least one faculty member from another department.²
- The core search committee must include 25% minorities or women³. For current definition of minority please visit <http://diversity.ucsf.edu/node/57>.
- The Department will identify the Placement Goals. For the current Academic Affirmative Action Plan Recruitment Goals, please visit <http://diversity.ucsf.edu/node/1286211>.
- The Position Description is a concise statement describing the position available, at least one basic qualification, required qualifications, and preferred qualifications (if applicable). For definition of basic qualifications, please visit: <http://academicaffairs.ucsf.edu/academic-personnel/recruitment->

¹ This requirement does not apply to non-faculty academic searches. Please contact your Dean's office for further guidance on non-faculty academic search committees.

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³ For the School of Nursing, the search committee must include 25% minorities or men.

[retention/basicqualifications.php](#). The Position Description provides the basic information to be used for advertising and communication regarding the position. The proposed advertisement may be used in lieu of a Position Description if it contains the appropriate details.

- The completed Academic Recruitment Plan is sent to the Dean's Office for review and concurrence and forwarded to the Vice Provost, Academic Affairs. The Vice Provost, Academic Affairs approves/modifies and a notification is sent to the Search Committee Chair informing him/her that the Academic Recruitment Plan has been approved and what his/her responsibilities are as Chair. A copy of the approval notice is sent to the Vice/Associate Dean – Academic Affairs, the Department Chair, the HR Service Center and the Office of Diversity and Outreach.

Recruitment Process

Recruitment is the process by which an institution - or department within an institution - develops an applicant pool from which hiring decisions are made.

Published advertisement of academic positions is required. The following guidelines must be used:

- Every advertisement must state: "UCSF is an Equal opportunity/Affirmative Action Employer. We seek candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence."
- Each academic position should be advertised nationally in professional journal(s), publication(s) and/or via on-line website(s). There must be a minimum of 30 calendar days from when the advertisement appears before a search can be closed.
- If underutilization or substantial disparity exists in the organizational unit, additional efforts should be made to encourage women and minority candidates to apply.
- The support person for the Search Committee should provide a copy of the posted advertisement, including publisher and dates of publication which must be retained in the department.
- It is permissible to include more than one position in an advertisement.
- Other methods of recruitment are outlined on the Search Process Report.
- All applicants must apply via the AP Recruit system or be entered into the system by the hiring department.
- Prior to conducting interviews the Hiring Department or Search Committee Chair must consult with the Office of Diversity and Outreach regarding the diversity of their applicant pool.

Search Process Report

- Once a candidate has been selected, the Search Committee Chair will complete a Search Process Report.
- The Search Process Report documents efforts made in the recruitment of minorities and women. The final Search Process Report is reviewed by the Search Committee Chair, the Department Chair, and the Vice/Associate Academic Dean or appropriate administrative officer for concurrence and forwarded to the Vice Provost, Academic Affairs for approval as appropriate. Once approved/modified, notification is sent to begin preparation of the appointment packet by the Department, as appropriate.

Additional Information

Additional information and resources on the academic recruitment process are available at:
<http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/recruitment.php>