

San Francisco Campus

Instructions for Completing the Search Process Report (SPR)

There are two types of appointments that require a SPR.

- A new appointment whose immediate prior status was 1) not in the employ of UCSF or 2) in the employ of UCSF but with a title not in the proposed series.
- Transfers within the UC system or within the UCSF campus.

The types of appointments that do not require a SPR are the following. Announcements of available positions should be posted internally and externally (journals, letters, etc.) when appropriate, especially for postgraduate research positions, appointments for one (1) year or less and graduate student appointments.

- Non-salaried appointments.
- Visiting titles.
- Postdoctoral scholar appointments for a period not to exceed three (3) years.
- Appointments for 50% time or less.
- Appointments for one (1) year or less.
- Graduate student employment (research assistant, teaching assistant, reader, teaching fellow, postgraduate research-graduate students).

When the search is completed and a candidate has been selected complete the first two pages of the SPR. Help can be found at the bottom of the screen when the shaded text box is clicked. Help is not present for obvious entry fields such as 'department'.

For Faculty Searches: Print the AA/EO/D Summary Form (Attachment 1) in the Academic Demographic System and attach it to the SPR. Send the forms to the Search and Department Chairs for signature. Once appropriate approvals have been obtained, submit an original and two (2) copies of the SPR, advertisements and CV to the Dean's Office for concurrence. The Vice Provost, Academic Affairs approves or modifies and then notifies the Dean's Office. The candidate's file can then be processed in accordance with established UCSF procedures.

For Non-Faculty Academic Searches: Forward the first two pages of the SPR to the Affirmative Action/Equal Opportunity/Diversity (AA/EO/D) Office, Box 0988, 476-6299 (fax). They will complete the Attachment 1, attach it to the SPR and return the forms to you. Applicants who have not returned the Ethnic Self Identification Form to the AA/EO/D Office will be counted in the category, 'Unknown'. Send the forms to the Search and Department Chairs for signature. Once appropriate approvals have been obtained, submit an original and two (2) copies of the SPR, advertisements and CV to the Dean's Office for concurrence. The Vice Provost, Academic Affairs approves or modifies and then notifies the Dean's Office. The candidate's file can then be processed in accordance with established UCSF procedures.

[SPR \(first two pages\)](#)

[Attachment 1](#)