THE UCSF ACADEMIC SEARCH PROCESS

FREQUENTLY ASKED QUESTIONS AND ANSWERS

1) Who is the Academic Recruitment Specialist for your department?

You may identify your Academic Recruitment Specialist by finding your department listed at http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/sections/recruitmentteam.php.

2) What is the role of the Academic Recruitment Specialist?

The Academic Recruitment Specialist serves to:

- Advise on policy and procedures, and resolve questions related to the academic recruitment or search waiver process.
- Provide consultation including search strategies for new search requests and assist with filling out forms related to the academic recruitment or search waiver process.
- Provide AP Recruit training as well as answer technical questions related to the AP Recruit system.
- Place job advertisements as needed.

3) In general, what does the search process entail?

| Open faculty/non-faculty academic search | → | Place advertisement | → | Review and manage applicants in AP Recruit | → | Begin interview process AFTER approval of the faculty applicant pool (not required for non-faculty) | → | Close/extend a search |

4) Who needs a search?

- Academic senate positions, including changes in series from a non-Senate faculty position
- Academic appointments paid by UCSF- affiliates (e.g., VAMC, Gladstone) for which a step will be assigned
- *All paid academic appointments for 3 days or longer (No exemption for instructors)*

5) Who are exempt from a search?

- Visiting Professor / Visiting Professional Research Series
- Recall Faculty
- Volunteer Clinical Faculty
- Other Without Salary Appointments (unless paid by an affiliate)

6) How do I open a faculty search?

Submit the Search Initiation Request Form and advertisement draft to your Academic Recruitment Specialist. The Search Initiation Request Qualtrics Forms and advertisement templates may be found here.

7) **Do I need to conduct full searches, or can the search step be waived?**
Conducting full and open searches is important to obtaining the highest quality academic appointment and ensuring equal opportunity in academic hiring. However, a search waiver may be granted in exceptional situations. To request a search waiver, you must complete a UCSF Search Waiver Request Form.

8) **What are the criteria needed to be granted a search waiver?**
Please see the UCSF Policy on Academic Searches and Search Waivers.

9) **How should I determine my review dates on the Search Initiation Request Form?**
The review date indicates to the applicants that if they apply by this date, they will receive full consideration for the position by the search committee. You cannot identify your selected candidate and submit a search process report until the review date has passed. You can always extend your review date, but cannot shorten it once it has been determined. Search committee members will only be able to view completed applications that are submitted by the review date. The *initial* review date selected must be a date after the minimum posting period (30 days for faculty or 15 days for NFA recruitments), however, any subsequent review dates after the initial period may be as long (or short) as you'd like. If you would like to consider applicants who have applied after the review date, contact your Academic Recruitment Specialist to extend the review date.

10) **How should I determine my final date on the Search Initiation Request form?**
Academic recruitments are now automatically created to remain open for up to 18 months (which is the maximum posting period allowed). Although recruitments may remain open for 18 months, it doesn't mean that the committee is obligated to do so for the entire duration. Committees may close the recruitment any time before then (as long as the minimum posting period and review date has passed).

11) **How do I select the series & rank/level for the position on the Search Initiation Request Form?**
Be as inclusive as possible when selecting ranks and/or series for your recruitments because you won't be able to add additional ranks/series to the recruitment after it has been approved. It is best to select series that tend to be paired together (e.g., HS Clinical and Clinical X, or Adjunct and In-Residence). This way, if a faculty member changes series from non-senate to senate and his or her original search included the senate series for which he or she is now being proposed (regardless of rank), the change in series may be processed without conducting a new search and instead an indefinite search waiver will be processed internally by the Vice Provost for Academic and Faculty Affairs (VPAA).

12) **After the Academic Recruitment Plan (ARP) has been approved, can I make changes?**
After the ARP has been approved, you are not permitted to make modifications to the search criteria – no changes to series or rank, or to any qualifications or requirements; hence, it is best

for your search strategy to be as broad as possible. Changes to roles, responsibilities, and/or departments are allowed, however, it will require Dean's Office approval via an exception memo.

13) Does a change in series warrant another search?

It depends. There is a [change in series action table](#) that details if or when a search is required for those changing in series. For example, if a senate faculty member (who has previously been searched for his/her position) changes in series to a non-senate faculty or even a non-faculty academic position, then no search is required. The action table details whether a search is required based on current appointment and proposed change in series appointment.

14) Does the change in series action table apply to those who *have not* been previously searched?

No, this action table only applies to those who have been previously searched. If they are on a waiver or an exemption, they'll need either a new waiver or a search if they are changing in series.

15) How can I place the job advertisement?

Contact your Academic Recruitment Specialist for assistance in placing the advertisement. Your Recruitment Specialist will assist in approving the advertisement, and posting it on NC HERC (Northern California Higher Education Recruitment Consortium). While the NC HERC posting comes at no charge to the department/division (the VPAA office will cover this posting), any costs for additional postings will be covered by the department/division. The advertising service is optional; if you prefer, you may post the advertisement yourself at your own expense. Ads should not be placed until the recruitment is formally approved.

16) Great! My search initiation request is approved and my advertisement is placed. How can I view my applicant pool?

You can view the applicant pool by visiting https://aprecruit.ucsf.edu/ or logging in through MyAccess at https://myaccess.ucsf.edu/.

17) What is the required composition of a faculty search committee?

- The core committee, including the search committee chair, must include no fewer than 4 faculty members.
- At least one faculty member must be from another UCSF department (outside of the hiring department).
- Additional non-core 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.
- For the **School of Dentistry** & **School of Pharmacy**: Core search committee must include *a minimum of at least 25%* women and/or minorities.
- For the **School of Medicine**: Core search committee must include *a minimum of at least 50%* women and/or underrepresented minorities. For the definition of underrepresented minorities, please visit: http://diversity.ucsf.edu/URM-definition.

- For the **School of Nursing**: Core search committee must include *a minimum of at least 25%* men and/or minorities.

18) **I'm ready to start the interviewing process. What should I do?**
   - For faculty recruitment, please contact your Academic Recruitment Specialist *before starting the interview process* to request approval of the applicant pool.
   - For non-faculty academic recruitment, the applicant pool does not need to be approved prior, so you may start the interview process.

19) **Who approves the applicant pool?**
   The Academic Recruitment Specialist sends the applicant pool report to the Office of Diversity and Outreach to be reviewed. Please ensure that all of the updates are made (e.g., basic qualifications identified and statuses updated). Approval of the applicant pool by Dr. Renee Navarro or Dr. Elizabeth Ozer is required for recruitments opened after 8/1/2015.

20) **I have an applicant pool of less than 5. Do I need to do anything different?**
   If your applicant pool has less than 5 applicants at the time you're requesting the applicant pool to be reviewed, please provide an explanation as to why there aren't more applicants and/or any additional outreach efforts that the committee is making or plans to make in order to attract a more broad and diverse pool. Note that it is not a requirement to have a minimum of at least 5 applicants prior to requesting applicant pool review, but the explanation helps provide context as to why the recruitment hasn't resulted in a higher volume of applicants and/or why the committee wants to move forward with interviews despite having a limited pool.

21) **Do I need to give full consideration to all the applicants, and how do I show that I have given consideration to the applications?**
   All applicants who submit a completed application within the review date period must be given consideration for the position. This means that their application needs to be reviewed and will need to be marked as "meets" or "does not meet" basic qualifications. The statuses of the applicants will need to be updated as well (e.g., if an applicant is being recommended for an interview or has been interviewed, his/her status will need to be updated to "recommend for interview" or "interviewed", respectively).

22) **How do I close/extend a search?**
   You will need to complete the Search Close/Extension Form and submit it to your Academic Recruitment Specialist. Remember, you may only extend a search within 18 months of your open search date. You will need to fill out the form in order to identify your selected candidate. As noted on the form, the AP Recruit updates will need to be made prior to submitting this form.

23) **I am the Search Committee Chair. Where can my administrative staff member and I find more guidance about this process?**
   Please read the APR Guide for Committee Chair and Staff.

24) How do I learn more about the AP Recruit System?

Please visit the [Academic Affairs AP Recruit page](#).

A more in-depth AP Recruit training session/tutorial is also available for committee members. This training can be conducted via webinar or in person. Please contact your Academic Recruitment Specialist, if you are interested in a training session.

GOT MORE QUESTIONS?

Contact your Division Manager or your [Academic Recruitment Specialist](#).