INSTRUCTION GUIDE: Academic Recruitment Plan
(Please follow the corresponding numbers on the ARP)

1. Hiring school (Medicine, Pharmacy, Nursing, Dentistry, or EVCP if appropriate) of the recruitment

2. Hiring department of the recruitment (may be EVCP if appropriate; may be an ORU if the recruitment is for an Non-Faculty Academic position)

3. "Open Date" is the date that your recruitment will become active and available for people to apply to online. The "open date" will be the same date that the VPAA approves your ARP. The "Close Date" is the last day in which someone can apply to your recruitment. The duration that your recruitment may be active is 18 months maximum. If you want your recruitment to be active for a shorter duration, you may specify a date that indicates a duration of less than 18 months.

4. AP Recruit generates a job number for each recruitment; the VPAA staff is responsible for adding this number to the ARP. The job number will be included in the NC HERC posting and will help applicants find the correct job to apply for in AP Recruit.

5. You must attach a copy of the ad to your ARP. The VPAA staff will use the ad language to create the NC HERC posting. To view the required language that must be included in the ad, please visit: http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/media/Required_Language_for_ads_For_recruitments_submitted_after_7-1-2013.pdf It is recommended that you include the unique job link to your AP recruit posting in your ad, which you can find in your ARP approval email.

6. The working title will help distinguish similar recruitments from each other. For example, you may want to hire multiple HS Clinical Professors in one department, and each position is specialty specific. If each recruitment has an identifying title, you (and the applicants) will be able to distinguish the positions by the specialties.

7. Indicate whether your recruitment is multi-slot (multiple hire); if you select "No" this means that your recruitment is for a single hire. If you select "Yes" you may hire an unlimited number candidates (as long as the recruitment is not for the Ladder Rank series), for the duration of the 18 months that your recruitment is active.

8. If your recruitment is for the Ladder Rank series and is multi-slot, you must state the number of slots that you plan to fill, and this will be your set number of positions available. This will help ensure that there will be enough FTE's to assign each Ladder Rank hire.

9. Please see Diversity's website for your school's current placement goals: http://diversity.ucsf.edu/sites/diversity.ucsf.edu/files/UndUtiliz_Chart_Acad-2012.pdf

   *Please note: For multi-series recruitments that include the Ladder rank series, use the ladder rank placement goals. If both Tenured and Non-Tenured Ladder Rank are included in your recruitment, use the Tenured Ladder Rank goals.

10. Select all of the title code(s) associated with your recruitment. If you are unable to list all of the title codes in the allotted space, please let the VPAA office know.

11. Indicate which documents are required for applicants to include with their application. The CV will always be a required document for every recruitment. For all other documents, if you select "No" this implies that the document is optional for the candidate to include. For any miscellaneous documents, please include a description in the text field provided.
*Please note that if you need to make changes to the document requirements AFTER the 1st applicant has applied to your recruitment, you MUST contact your VPAA office. After an applicant applies, the AP Recruit system will only allow additional documents to be "optional" and not "required". The system can send a notice to all individuals that have applied, informing them that a change has been to the document requirements.

12. You may choose to have your applicants provide self-solicited reference letters OR reference contact information with their application.

    If you select "Option 1" this means that each applicant must provide the specified number of **reference contacts** in order for his/her application to be considered complete. You will be responsible for soliciting the reference letters through AP Recruit. This will allow you to obtain letters for specific applicants rather than for every single applicant. Letters solicited by the Department through AP Recruit may be included in the final candidate's appointment packet.

    If you select "Option 2", this means that each applicant must provide the specified number of **reference letters** in order for his/her application to be considered complete. Letters that have been self-solicited by the applicant may not be included in final candidate's appointment packet.

    If you check the box for "None" this indicates that AP Recruit will not be used to solicit reference letters, for your recruitment.

    *Please note that the reference requirements cannot be modified once an applicant has applied to the recruitment.

13. List the "basic qualifications" an applicant must meet, for your recruitment. For information on how to determine "basic qualifications" please visit:
    http://academicaffairs.ucsf.edu/academic-personnel/recruitment-retention/media/Guidelines_and_Best_Practices_for_Position_Description-Announcements_and_Defining_Basic_Qualifications.pdf

14. List all journals and online publications where you plan on posting the ad. If other institutions or individuals were contacted to help assist you with your search process, please list them as well.

15. Enter the name, department, and email address of the committee chair, each core committee member, each additional committee member (if applicable) and the staff contact for this recruitment.
    For Faculty searches, the core committee composition must meet the requirements in the Academic Recruitment Procedures found here:
    http://academicaffairs.ucsf.edu/academic-personnel/media/recruitprocedures.pdf

Additional committee members may include students, staff, and non-faculty academics as appropriate to the recruitment.
Check the box to confirm that the search committee is composed of at least 25% underrepresented   minorities or women (men for the School of Nursing).

Obtain all necessary approvals before sending to the Office of the Vice Provost, Academic Affairs

Required Language
To Be Used In All UCSF Academic Position Advertisements

UC San Francisco seeks candidates whose experience, teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.

Please apply online at https://aprecruit.ucsf.edu

GUIDELINES AND BEST PRACTICES FOR POSITION DESCRIPTIONS/ANNOUNCEMENTS AND DEFINING BASIC QUALIFICATIONS – UCSF CAMPUS

For many campuses, the implementation of AP Recruit offers an opportunity to examine their current business practices and consider opportunities to improve those practices. This document highlights two areas that are of particular importance when drafting position descriptions and/or advertisements.

Distinguishing "Basic Qualifications" From "Additional Qualifications"[1]

The term "basic qualifications" (sometimes referred to as minimum qualifications) as it is used in AP Recruit might be a new concept for some campuses and/or might require additional clarification so that the term can be used consistently throughout the UC system.

As a federal contractor, the University of California must solicit and retain demographic information for individuals who apply for employment, and for applicants *who meet the basic qualifications* for the position(s) to which they applied. Thus, establishing basic qualifications helps determine the appropriate statuses for applicants in AP Recruit.

Basic qualifications are determined before you begin to recruit for a position, and must be included in job advertisements. These qualifications are:

- **Non-Comparative** (e.g., three years' experience in a particular position, rather than a comparative requirement such as "must have the most years' experience, among candidates")

- **Objective** (e.g., a Bachelor's degree in Accounting, but not "a technical degree from a good school");

- **Relevant** to the performance of the particular position

When posting a position in AP Recruit, certain job qualifications should be listed as "basic qualifications" and others as "additional qualifications." Note that there is no harm in listing something as an "additional qualification" if it is not a basic qualification; the "additional qualification" designation does not limit your ability to use that qualification as a basis for selection among applicants for the position.

Please note that *a job qualification may still be a required qualification even if it does not meet all the criteria for a "basic qualification".* For example, "excellent interpersonal skills" may be critical to the ability to perform a particular job. However, because this characteristic is subjective (i.e., not objective, as required to be deemed a "basic qualification") and not demonstrable in the applicant's "expression of interest," this qualification cannot be listed as a basic qualification. Instead, it would be listed under "additional requirements" but would still be paramount in evaluating candidates throughout the selection process. Here are some other qualifications that might be absolute requirements but would not be considered "basic qualifications:"

.   excellent organizational skills, excellent communication skills, strong leadership skills,
.   strong analytical abilities, problem-solving abilities, and detail oriented

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[1] From Harvard's FAS Staff Hiring Toolkit

In some cases, a required qualification can be re-framed so that you may use it as a "basic qualification." For example, if the position requires a "Bachelor's degree from a good school," that description falls short of the "objective" requirement for basic qualifications, as "good school" is a subjective judgment. However, you might consider instead the more objective "*Bachelor's degree required*," "*B.S. in Accounting or Finance required*," or " *four year degree required*." List a degree requirement as a basic requirement only if you are sure that you will not want to consider **anyone** who does not possess it, regardless of their overall qualifications.

Sample Text to Include in Position Announcements[2]

In ADDITION to the required statement**,**
"... is an Equal Opportunity /Affirmative Action Employer."

You are encouraged to include a more substantive statement of the department's interest in diversity-related research, teaching or service in the body of the advertisement.
For example:
- We welcome candidates whose experience in teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.
- Individuals with a history of and commitment to mentoring students from underrepresented minorities are encouraged to apply.
- The department is seeking outstanding candidates with the potential for exceptional research, and excellence in teaching, and also a clear commitment to enhancing the diversity of the faculty, graduate student population, and of the majors in <field>.
- The Department has a strong commitment to the achievement of excellence and diversity among its faculty and staff.
- The Department is particularly interested in candidates who have experience working with students from a diverse background and a demonstrated commitment to improving access to higher education for disadvantaged students.
- The Department is particularly interested in individuals with a history of promoting diversity.
- Experience in mentoring women and minorities in STEM fields is desired.
- A demonstrated commitment to improving access to higher education for disadvantaged students through teaching or mentoring activities is desired.
- The University of California seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the people of California, to maintain the excellence of the University, and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

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[2] From UCLA's guidelines

Academic Recruitment Plan

1. School:	
2. Department:	

3. Recruitment Open date = VPAA approval date **Recruitment Close date =** 18 mos. from the approval date	For a recruitment duration of less than 18 months, please indicate the duration: months

4. Job Number: (VPAA office will complete)		**5. Attached copy of Ad:**	YES
6. Working Title: (to identify recruitment online)			

7. Is this a multi slot search? YES NO	**8. If this search includes the Ladder series how many slots:**	

9. Placement Goals:	**Women**	**Black**	**Hispanic**	**Asian**	**American Indian**

10. Title Code(s):

Other Title Codes:

11. Documents & reference requirements for this search:

Type	Required? (no= optional)	
Curriculum Vitae	**Required for all UCSF Searches**	
Cover Letter	**Yes**	**No**
Statement of Research	**Yes**	**No**
Statement of Teaching	**Yes**	**No**
Miscellaneous/Additional (e.g., Educator's Portfolio)	**Yes**	**No**
If Yes, please specify:		

12. Reference Letter Options– If you would like to require reference letters, choose ONE of the following options, otherwise check this box   for "None." The reference letter option you choose cannot be modified after your recruitment has been made active.

OPTION 1 check box	**OPTION 2** check box
Department Solicited Reference Letters (contact information only)	**Applicant Self-Solicited Reference Letters**
Number of reference contacts required per candidate	**Number of letters required per candidate**
What This Means: • Department solicits letters for applicants of their choice, via AP Recruit • Letters solicited through AP Recruit may be used in the Advance appointment packet for the candidate of choice	What This Means: • Each person applying must submit the required number of self-solicited reference letters, in order for their application to be complete • Letters may <u>NOT</u> be used in the candidate's Advance appointment packet

13. Please indicate "Basic Qualifications": (For information on how to determine "basic qualifications", visit Guidelines and Best Practices for Position Description/ Announcements and Defining Basic Qualifications)

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14. Advertisement to be Published in: (NC HERC required)

Journals:	Online:	Other individuals/ institutions: (to be contacted to assist with this search)
	NC Herc (Completed by VPAA office)	

15. Search Committee Information (Search Policy)		
	Name	**Department**	**Email**

	Name	Department	Email
Committee Chair:			
Core Committee Members:			
Additional Committee Members:			
Staff Contact:			

I confirm that the search committee includes at least 25% minorities or women[1]. (For recruitment procedures visit **http://academicaffairs.ucsf.edu/academic-personnel/media/recruitprocedures.pdf**)

[1]The School of Nursing requires 25% men or qualified minorities.

Approval	signature	date
Division Chair (*optional*)		
Department Chair		
Academic Vice/ Associate Dean		
Vice Provost Academic Affairs		