Faculty Search Process
Academic Personnel Coordinator Training

BRANDIE KIRKPATRICK
BruinX
Equity, Diversity and Inclusion

Updated: July 2018
Perfect Search Plan

Grace Angus
Megan Kor
Michelle Huang
Bernadette Omote
Deyna Barnard
Agenda

- Equity, Diversity and Inclusion's role
- Faculty Search Process
- Search Waivers
- Resources
Equity, Diversity and Inclusion’s Role

- Gatekeeper
- Federal Regulations via OFCCP
- Equitable and Inclusive Hiring Practices

Faculty Search Process

- Search Plan
- Applicant Pool Report
- Shortlist Report
Search Plan

- Search Details
- Recruitment Description
- Diversity/Availability Data
- Advertisements
- Basic Qualifications
- Selection Process
- Search Committee
Search Plan: Search Details

- Title Codes
  - Do not mix ladder and non ladder searches
- Open/Close or Open Until Filled (IRD)
  - Min. 30 days between Open and Close/Initial review date
- Requirements
  - There are no exceptions to required documents.
- Contributions to EDI Statement
  - Required by all applicants
Search Plan: Recruitment Description

- Basic Qualification
  - Minimum requirement for the position

- Equal Opportunity Statement
  - 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. For the complete University of California nondiscrimination and affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy.

- Commitment to Equity, Diversity and Inclusion
  - Department and/or Candidate
Search Plan: Diversity (Availability data)

### Diversity

#### Availability data

The diversity of candidates available in each field of study identified.

<table>
<thead>
<tr>
<th>Field of study</th>
<th>Male</th>
<th>Female</th>
<th>African American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native American</th>
<th>Minority Total</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus 1</td>
<td>74.3%</td>
<td>25.7%</td>
<td>2.0%</td>
<td>3.4%</td>
<td>21.6%</td>
<td>0.4%</td>
<td>28.4%</td>
<td>69.4%</td>
</tr>
<tr>
<td>Campus 2</td>
<td>51.2%</td>
<td>48.8%</td>
<td>2.2%</td>
<td>4.7%</td>
<td>6.0%</td>
<td>1.0%</td>
<td>14.0%</td>
<td>84.7%</td>
</tr>
<tr>
<td>Campus 3</td>
<td>46.1%</td>
<td>53.9%</td>
<td>6.7%</td>
<td>5.3%</td>
<td>4.3%</td>
<td>3.0%</td>
<td>11.9%</td>
<td>86.7%</td>
</tr>
<tr>
<td>Average</td>
<td>48.4%</td>
<td>51.6%</td>
<td>9.1%</td>
<td>8.3%</td>
<td>4.6%</td>
<td>2.0%</td>
<td>19.2%</td>
<td>73.9%</td>
</tr>
</tbody>
</table>

### Pool diversity

The diversity of the pool as the search progresses. Watch for any large shifts from one row to the next.

Note: respondents who declined to state are not included in the percentages below.

<table>
<thead>
<tr>
<th>Pool</th>
<th>Male</th>
<th>Female</th>
<th>African American</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Native American</th>
<th>Minority Total</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td>All responses</td>
<td>69.9%</td>
<td>30.1%</td>
<td>1.0%</td>
<td>12.6%</td>
<td>17.3%</td>
<td>0.0%</td>
<td>31.1%</td>
<td>68.9%</td>
</tr>
<tr>
<td>All applicants</td>
<td>71.7%</td>
<td>28.3%</td>
<td>1.1%</td>
<td>11.0%</td>
<td>17.6%</td>
<td>0.0%</td>
<td>29.7%</td>
<td>70.3%</td>
</tr>
<tr>
<td>Shortlist</td>
<td>50.0%</td>
<td>50.0%</td>
<td>0.0%</td>
<td>16.7%</td>
<td>16.7%</td>
<td>0.0%</td>
<td>33.3%</td>
<td>66.7%</td>
</tr>
</tbody>
</table>
Search Plan: Advertisements

- Job Posting/Advertisement
- Broad outreach
- Targeted Populations
- At least one national journal
Search Plan: Basic Qualifications

- Basic Qualifications
  - Non-comparative features of a job seeker
    - 3 years experience in a particular position
    - Most experience out of all candidates
  - Objective
    - Doctorate in accounting
    - Doctorate degree from a good school
  - Relevant to performance of the particular position.

Qualifications

- Basic qualifications
  - Candidates must have a Ph.D. degree (or equivalent) or expect to complete their Ph.D. by June 2018.

- Additional qualifications
  - Missing

- Preferred qualifications
  - We welcome candidates whose experience in teaching, research, or community service has prepared them to contribute to our commitment to diversity and excellence.
Search Plan: Selection Process

- Selection Criteria
  - Criteria for evaluating and selecting candidates
  - Consistently applied to all candidates
  - APM 210-1-D - requires that faculty contributions to diversity receive recognition and reward in the academic review process
  - Sample Evaluating tool

- Selection Plan
  - screening process, interview procedures, voting procedures
  - List: Name of each search committee member and date they were/will be trained
    - Brandie Kirkpatrick – trained on 9/5/15
    - John Abbott – will be trained 9/28/18
Search Plan: Search Committee

- Job Posting/Advertisement

- Search Committee Members
  - Faculty Search Briefing every 4 years
    - Search Plan will not be approved unless search committee members trained/they’ve signed up for a Briefing
    - Shall not review applications until trained
  - Department Chairs & Deans are strongly discouraged from serving on search committee
Search Plan: Approval

Department Chair, Equity Advisor, Dean and VC-EDI Approval
DO NOT PASS GO!

Yes

• Post job ads
• Committee review applications

No

• Campus Visits
• Conduct phone, skype, or conference interviews
Applicant Pool Report

Vice Chancellor Review
- Applicant Pool vs. Availability Data

Be Proactive
- Preview Applicant Pool Report
- Expand your outreach efforts
- Explain the imbalance
Applicant Pool Report: Approval

Department Chair, Equity Advisor, Dean and VC-EDI Approval

![Approval Request Table]

- **Department Chair**: CANNON, STEPHEN CALDWELL (sccannon@mednet.ucla.edu)
- **Equity Advisor**: GORDON, LYNN KATHRYN (lgordon@ucla.edu)
- **Dean**: HIATT, JONATHAN R (jhiatt@mednet.ucla.edu)
- **Diversity Office**: KANG, JERRY (jkang@equity.ucla.edu)

NOTIFY APPROVERS

**Steps**
- Department Chair
- Equity Advisor
- Dean
- Diversity Office

**Requirements**
- Required

**Search Plan**
- **Applicant Pool**
- **Shortlist**
DO NOT PASS GO!

Yes

- Review applications
- Skype, Phone & Conference Interviews

No

- Campus Visits
- Job offers
Shortlist

Reviewed by Vice Chancellor
  ◦ 10+ might raise red flags

Rolling shortlist
  ◦ Limit of 3 new candidates or 1 submission per month
  ◦ Must contact EDI office
Shortlist: Approval

Department Chair, Equity Advisor, Dean and VC-EDI Approval
Waiver

Two forms of Waivers
- Waiver of Search
- Waiver for Internal Search
Waiver of Search

- Appointments - New Hires & Endowed Chairs
  - New Hire/Change in Series => UC Recruit
    - UC President’s or Chancellor’s Postdoctoral Fellowship
    - Target of Excellence
    - Spousal Hire
  - Endowed Chair – appointed person => Sent Directly to EDI office
  - Approved by VC-EDI & VC-APO
Waiver for Internal Search

- Internal pool of candidates
- Sent Directly to EDI Office
- Approved by VC-EDI
Resources

Faculty Search Resource webpage
- Faculty Search Process Policy Memorandum
- Searching for Excellence – Hiring Guide
- Faculty Search Briefing
- Equity, Diversity, and Inclusion Statement FAQs
- HERC Postings Request form
- Faculty Search Certification List

Job Elephant
Questions
Contact Information

Brandie Kirkpatrick
BruinX
310-206-7411
bkirkpatrick@conet.ucla.edu
www.equity.ucla.edu