Important Deadline Dates for Recruitment/Dossier Procedures

**Important Deadline Dates:**

- **Jul - Oct:** Preliminary Recruitment Procedures & Search Plan
- **Sept - Dec:** Active Recruitment and Applicant Pool Report
- **Dec – Feb:** Candidate Selection and Shortlist
- **Feb – Apr:** Dossier Preparation and Search Report

- **March 1**: Notify UC Recruit Analyst If candidate is from another UC or from an AAU institution (see The CALL, Appendix 22 for a list of AAU institutions)

**APO’s Deadlines to Provide Notice of Intent to Recruit:**

- **April 1**: To another UC campus
- **April 30**: To an AAU institution

- **Apr – Jul:** Final Dossier Review by Dean, and when applicable by CAP and Vice Chancellor

Rev. 8/2015
Step 1: Confirm search plans for the Academic Year

- Department coordinator should consult with the department Chair and make quarterly inquiries for updates to the search plan (if necessary).
  - Under normal circumstances, the Chair will have already been in consultation with the Dean and Assistant Dean concerning the search plans for the academic year.
- Assistant rank appointments do not require CAP review.
- Tenured rank appointments require solicitation of extramural letters and are reviewed by CAP. Extra time is required for such reviews and must be planned accordingly.
Step 2:
Propose search committee members

• The department submits the list to the Divisional Analyst.* The list must include the name, rank/step, and home dept. of the proposed members.
  ➢ Be sure the list notates the committee Chair, Affirmative Action member, and the dates when each proposed member completed the diversity certification.

• ALL members of a search or ad hoc committee for an appointment are required to attend a Faculty Search Committee Briefing before candidate applications can be reviewed
  ➢ A current list of faculty who have attended the training and the date of their certification can be found at the Faculty Diversity & Development web site.

• If the list is not approved, the Dean will notify the department of the issues that need to be addressed. The department should revise the list accordingly and resubmit for approval.

• Upon approval of the list, the department may begin input in UC Recruit (see Step 4).

*Unless department practice dictates otherwise.
Step 3: Department submits the Search Plan via UC Recruit.

• A diverse applicant pool is the goal of every search!

• The standard approval chain is: Department Chair > Divisional Analyst > Equity Advisor* > Dean > Vice Chancellor Jerry Kang

• All academic position advertisements must include the most recent tagline per the UC Nondiscrimination and Affirmative Action Policy (see next slide).

*The Equity Advisor review level does not apply in the Life Sciences and Social Sciences Divisions.
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 and Affirmative Action Policy.

For the Life Sciences Division, the following must also be included on all job postings:

Individuals with a history of mentoring students under-represented in the sciences are encouraged to apply and to describe their experience in a cover letter.
You are now done with Steps 1 – 3, which should be completed by September or October of the Academic Year prior to the effective date of the appointment.
Step 4:
Upon approval of the Search Plan, the department advertises the position in every venue noted in the Search Plan.

• Periodically check UC Recruit to see whether the pool of applicants reflects a sense of diversity amongst the candidates. Any concerns should be communicated to the Chair before the close of the posting period.

• The proof of advertisement must be kept on file for every venue where the position is advertised (e.g. receipt of payment, copy of the advertisement in the venue, screenshot, etc.). These will need to be uploaded before the search process is closed in UC Recruit.
Step 5:
Department submits the Applicant Pool via UC Recruit.

- If the search did not result in a very diverse pool (i.e. actual data varies significantly from benchmark data), a detailed explanation for the discrepancy must be noted in the “Actual” recruitment efforts field of the Applicant Pool report in UC Recruit.

  ➢ Note: the inclusion of an explanation does not ensure approval of the Applicant Pool by VC Kang.

- The standard approval chain is: Department Chair > Divisional Analyst > Equity Advisor* > Dean > Vice Chancellor Jerry Kang

- The shortlist should not be formed before the approval of the Applicant Pool.

*The Equity Advisor review level does not apply in the Life Sciences and Social Sciences Divisions.
At this stage, you have completed Step 5, which should be completed by December of the Academic Year prior to the effective date of the appointment.
Step 6: **Department finalizes short list and submits Shortlist Report.**

- The short list identifies the applicants the department is planning to interview, not to exceed 6 (six) candidates. Again, every effort toward diversity must be maintained in the formation of the short list.

- The standard approval chain is: Department Chair > Divisional Analyst > Equity Advisor* > Dean > Vice Chancellor Jerry Kang

- Interviews or campus visits should **not** be conducted prior to the approval of this report.

*The Equity Advisor review level does not apply in the Life Sciences and Social Sciences Divisions.*
Step 7:
Upon approval of Short List Report, the department follows internal procedures to identify the final candidate.

- All interviews, visits and/or job talks take place during this phase of the recruitment.
  - Departments must coordinate with the Dean’s Executive Assistant to set dates so the Dean may also attend as needed.
- If the final candidate will be appointed at a tenured rank, begin preparations for the solicitation of extramural letters (be sure to use the correct sample solicitation letter according to the rank and step).
- If candidate is from another UC or AAU institution, notify UC Recruit Analyst (by March 1st).
  - The final candidate should be informed that their campus will be notified of UCLA’s intent to recruit.
Faculty Recruitment Timeline

As of Step 7, the final candidate will have been identified. Note the important deadlines coming up in April.

Important APO Deadlines:
- April 1st: Provide notice of intent to recruit from another UC campus
- April 30th: Provide notice of intent to recruit from an AAU institution

Rev. 8/2015
Step 8: 
**Department prepares appointment dossier and final Search Report.**

- For detailed instructions on preparing the dossier, visit the [College AP Toolkit](#). An official offer letter may have already been extended to the final candidate at this point. Confer with the Department Chair prior to submitting the dossier.

- For tenure-rank appointments, the dossier must include extramural letters in addition to any letters of recommendation received with the application.

- The Search Report includes the **final dispositions** for all applicants as well as **proof of advertisements**. The standard approval chain of the report is: *Department Chair > Divisional Analyst > Dean*

  - **Note:** Departments must monitor recruitment-related considerations such as Visa status, a potential spousal hire, and housing needs for the final candidate.
No offer of appointment which entails intercampus transfer of a continuing appointee shall be made after April 1st for service during the immediately following fiscal year, unless a later date is mutually agreed to by the Chancellors involved.
AAU INSTITUTIONS

The appointment of a tenure faculty member of another member institution of the Association of American Universities for the following academic year is permitted only when the official offer of appointment is extended by **April 30th**.

| Brandeis University | Princeton University | University of Iowa |
| Brown University | Purdue University | University of Kansas |
| California Institute of Technology | Rice University | University of Maryland, College Park |
| Carnegie-Mellon University | Rutgers, State University of New Jersey | University of Michigan |
| Case Western Reserve University | Stanford University | University of Minnesota, Twin Cities |
| Columbia University | Stony Brook University, SUNY | University of Missouri, Columbia |
| Cornell University | Syracuse University | University of Nebraska, Lincoln |
| Duke University | Texas A & M University | University of North Carolina, Chapel Hill |
| Emory University | Tulane University | University of Oregon |
| Georgia Institute of Technology | University of Arizona | University of Pennsylvania |
| Harvard University | University of Buffalo, SUNY | University of Pittsburgh |
| Indiana University | University of California, Berkeley | University of Rochester |
| Iowa State University | University of California, Davis | University of Southern California |
| Johns Hopkins University | University of California, Irvine | University of Texas, Austin |
| Massachusetts Institute of Technology | University of California, Los Angeles | University of Toronto |
| McGill University | University of California, San Diego | University of Virginia |
| Michigan State University | University of California, Santa Barbara | University of Washington |
| New York University | University of Chicago | University of Wisconsin, Madison |
| Northwestern University | University of Colorado, Boulder | Vanderbilt University |
| Ohio State University | University of Florida | Washington University, St. Louis |
| Pennsylvania State University | University of Illinois at Urbana-Champaign |  

(see The CALL, Appendix 22 for an updated list of AAU institutions)
Faculty Recruitment Timeline

Steps 1 - 3: Preliminary Recruitment Procedures & Search Plan

Steps 4 & 5: Active Recruitment & Applicant Pool Report

Steps 6 & 7: Candidate Selection & Shortlist Report

Step 8: Dossier Preparation & Search Report

Notify UC Recruit Analyst by March 1st if the final candidate is from another UC or an AAU institution

Important APO Deadlines:
April 1st: Provide notice of intent to recruit from another UC campus
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Rev. 8/2015
Step 9:
Submit appointment dossier to the Dean’s Office for review.

- Dean’s have final approval authority on Assistant-rank hires (VC final on salaries that are higher than the next step).

- Tenure-rank appointments require review by CAP and final approval authority by the Vice Chancellor.

- The Divisional Analyst will notify the department once the final outcome is communicated by Campus APO.
Faculty Recruitment Timeline

Steps 1 - 3: Preliminary Recruitment Procedures & Search Plan

Steps 4 & 5: Active Recruitment & Applicant Pool Report

Steps 6 & 7: Candidate Selection & Shortlist Report

Step 8: Dossier Preparation & Search Report

Step 9: Final Review by Dean, CAP & Vice Chancellor

Important APO Deadlines:

April 1st: Provide notice of intent to recruit from another UC campus

April 30th: Provide notice of intent to recruit from an AAU institution

Notify UC Recruit Analyst by March 1st if the final candidate is from another UC or an AAU institution