

OFEW November 2015 Newsletter

This newsletter contains updates and information on new policies and resources for senate and non-senate academic recruitment. Please contact ofew@berkeley.edu with feedback or questions.

Reminder about CalCierge services for senate faculty searches:

OFEW is available to meet with faculty candidate finalists (those who are the “proposed candidate”) regarding housing, family resources, spouse/partner employment issues, or other career-life issues. The OFEW webpage for information regarding CalCierge services is <http://ofew.berkeley.edu/new-faculty>. Please contact ofew@berkeley.edu or 642-1935 to arrange a meeting for the candidate with Angy Stacy, Associate Vice Provost for the Faculty, or with Becky White, faculty housing consultant, specifically for housing needs (beckywhite@berkeley.edu).

Reminder about senate faculty applicant pools:

Applicant pools for senate faculty recruitments should be submitted for review within one week of the application final date. It is necessary to assess each individual for the basic qualifications before they will appear in the applicant pool report.

NEW Policy about instructors for Summer Sessions:

Beginning with summer, 2016, all instructors hired for Summer Sessions will be hired through an open search pool, a waiver of recruitment, or meet an established exemption criterion. This new policy puts the campus in alignment with the other UC campuses, and also falls within the new systemwide search waiver guidelines that will be released in early 2016. For more information about the requirements, including waivers and exemptions, please click on [this link](#) (or go to <http://ofew.berkeley.edu/recruitment/non-senate-searches>).

NEW Policy about Lecturer Pools:

Beginning in January, 2016 new lecturer pools may open for a period of up to 12 months (rather than the current two years).

NEW Recruitment resources:

1. “During the Search” and “Search Report” Checklists for Senate and Non-Senate Searches are now available. These checklists outline the necessary steps to take before, during, and at the end of searches (‘Search Plan’ checklists were introduced in September). The checklists accompany the more detailed search process descriptions in the Search Guides and can be found [here](#) and [here](#) as downloadable PDFs, or by clicking directly on the links below.

Checklists:

[Search Plan – Senate](#)

[During the Search – Senate](#)

[Search Report – Senate](#)

[Search Plan – Non-Senate](#)

[During the Search – Non-Senate](#)

[Search Report – Non-Senate](#)

2. Sample Candidate Rejection Emails for [Senate](#) and [Non-Senate](#) Searches are available in the Search Guide Appendices. As a reminder, please send a more personal email to finalists and/or those interviewed for positions.

3. The [Senate E-Learning Tutorial](#) is now available and accompanies the existing [Non-Senate tutorial](#). Please email ofew@berkeley.edu to begin (the tutorial cannot be completed without this step).

4. For department analysts, search committees, or department chairs interested in understanding the role of unconscious biases in recruitment and hiring, please view this excellent 45-minute [presentation](#) by Google Ventures, also available on the [OFEW Recruitment homepage](#).

NEW Features in AP Recruit:

1. Changing the status of applicants is now easier and can be done directly from the applicant page. Click on the current status of the applicant on the Applicant List to go to an update status page. For Proposed Candidates the 'proposed offer information' fields are automatically displayed when updating to this status.
2. Multiple appointments can now be entered for Proposed Candidates who will have appointments in more than one department, or in more than one job title.

UPDATED Search Guides:

Please note that all new resources introduced in the [September newsletter](#) have been incorporated into the search guides. The newest downloadable versions of the guides can be found with the following links: [Senate Search Guide](#) and [Non-Senate Search Guide](#).

In the future, all updates will be incorporated into both the online and PDF versions of the guides directly and highlighted in the OFEW newsletters.

Reminders:

1. **Advertisement posting for non-senate searches:** If an unexpected fee arises for an ad, or the location where the ad was going to be posted is no longer available, additional outreach may be needed to meet the minimum requirement of at least two discipline-specific outreach efforts for every search.
 2. **Search outreach and evaluation materials are required for Search Reports.** Notes can be taken directly in AP Recruit or on standardized evaluation templates. Other materials include:
 - Standardized questions or templates used for evaluation or interviews
 - Notes taken during preliminary interviews (Skype or in-person, for example at conferences)
 - Notes taken during applicant interviews by search committee members
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- Reference checks (typically conducted by phone, with notes)
- Summary of overall graduate student input provided to the committee
- Notes taken by graduate student members of the committee

3. You can now assign disposition reasons in bulk! Try it out in the [test site](#).
