SENATE SEARCH PLANS IN APRECRUIT

To begin a search plan, go to the "Recruitments" Tab, click "Create New Recruitment Plan"

STEP 1: BASIC INFORMATION ABOUT THE RECRUITMENT

INFORMATION	
Recruitment Name	Enter in the following format: "Job Title – Area of specialization if applicable – Department/school/college."
Description	Leave this field blank
Approved Srch Area	Area approved by the EVCP for the faculty FTE
Department	Select one; contact OFEW if the position will be cross-listed
Salary Control #	The approved number for the FTE (or "FTE number" or "salary authorization number")
Application Submission Dates	All senate recruitments use the Open/Close/Final option: • Open date: The first date the search goes live and is available for applicants • Close date: The last date for applicants to **begin** an application (at least 30 calendar days after open) • Final date: The last date for applicants to **modify** their application (please note it is optional to have a different final date than close date)
Search Breadth	Open/general area or specific (e.g. History versus Native American History)
Initial Srch Allocation	Newly allocated or relisted following a failed search in the past
TITLE CODES & SPECIALTIES	
Title Codes applicable for position	Important: Select ALL applicable title codes. Once the search is launched the title codes cannot be changed and new ones cannot be added. It is recommended to include the code for "Acting Assistant Professor" for NT searches.
Specialties	Select up to five. These areas are used to determine the national availability pool for the recruitment.
CONTACT & NOTES	
Enter the contact information (Name, Email address, and Departmental mailing address) for the person administering the search. This is required. Note that you can use a departmental email address if desired.	
REVIEW	
Review. Click "Save & Done"	

STEP 2: SEARCH INFO

DETAILS	
Once you save, the JPF number will be provided, and you will be taken to the "Search Info" section of the search plan. You should see all of the information you just entered in the "Details" tab.	
DIVERSITY	
Specialties & National Benchmark Data	Automatically provided based on specialty areas selected above. The applicant pool is compared to these benchmarks for consideration for approval by OFEW.
Affirmative action goals	Refer to tables in AP Recruit and check the boxes next to the underutilized groups identified. In the tables, note that boxes that have been shaded signify underrepresented groups.
Equity Advisor	The role the department equity advisor will play in the search. If the department equity advisor does not serve on the search committee a member should be appointed as the equity liaison. The department equity advisor should provide the information for this section (please note: do not recycle information from past searches for this section).
ADVERTISEMENTS	
Planned Search & Recruitment Efforts	OFEW will automatically post the advertisement in a number of online venues (see Search Guide for the full list). For all senate searches, it is necessary to engage in a number of additional efforts to achieve a broad and inclusive pool that meets or exceeds the national availability for women and underrepresented minorities, including paid advertising, word-of-mouth, targeted emails, phone calls, and in-person contacts. Search Committee Chairs should provide the information for this section.
Ad Documents Ad Tips! --->	Upload *all* versions of the advertisement as pdf files. Before you submit your plan for approval, make sure that your advertisement contains all of the required elements. In the comments section indicate which ad is intended to be posted by OFEW by naming the advertisement "Ad for UCB and HERC" Resources for Advertisements: http://ofew.berkeley.edu/sites/default/files/bundle.pdf • Clearly delineate basic, additional, and preferred qualifications and the date by which each must be met (basic by time of application and additional by start date). • Make sure application requirements exactly match the wording of requirements in AP Recruit. • Make sure application dates exactly match the dates in AP Recruit.
HERC Category	Select the category that most closely matches your position.
Ad Sources	List *all* locations where the advertisement will be published, posted, or distributed (outside of those posted to automatically). Evidence of **all** advertising and outreach is required in the Search Report at the end of the recruitment (proof of posting, payment, evidence of other outreach activities, emails, list of phone calls, etc.).
QUALIFICATIONS	
Basic	Basic minimum qualifications must be met **at the time of application** and are necessary for consideration as

Qualifications	an applicant. These 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 Doctoral or equivalent degree in Molecular Biology or a related field, but not "a technical degree from a good school") **Relevant** to the performance of the particular position **Verifiable** by evidence or statements in the applicant's materials
Addtl Qualifications	Additional qualifications are requirements that must be met by the start date of the position.
Preferred Qualifications	Preferred qualifications are those that are preferred by the start date of the position but not required.

SELECTION PROCESS	
Selection Criteria	Provide evaluation and selection criteria that are job related and taken from the position description. Choose selection criteria that can be consistently applied to all candidates, and consider quantifying the evaluations with a ranking system. Search Committee Chairs should provide the information for this section.
Selection Plan	Provide a *detailed* description of the selection plan that will be used to evaluate the applicants and choose the proposed candidate, including screening process, interview procedures, voting procedures (if relevant), etc. Search Committee Chairs should provide the information for this section.

COMMITTEE
Enter search committee members. See Search Committee Membership and Roles for guidance on various roles and access. Please do not enter anyone in the "Additional Access" section who already has access via an assigned role in AP Recruit. Please note: It is important to be aware of any potential conflicts of interest with the search committee composition. Contact the Dean's Office with questions.

DOCUMENTATION	
Search Plan Documents	This section is not typically necessary for senate faculty searches.

SEARCH OUTCOME
Leave blank at this time. You will complete this section when entering the search report.

STEP 3: CONFIGURE FOR ONLINE APPLICANTS

DOCUMENTS & REFERENCES	
Documents	The AP Recruit system requires the indication of which documents individuals must submit to be considered for the job, and which are optional. Provide a unique upload slot for each document. Beware of requiring more information than is considered necessary to adequately evaluate the candidates adequately; an applicant with an incomplete application cannot be hired for the position. Optional documents can be added after the recruitment opens, or even after the final date to apply, but the requirements may not change. The requirements stated in the job advertisement, and their corresponding descriptions, should be EXACTLY the same as the stated requirements in AP Recruit. Copy and paste from the advertisement into AP Recruit.
References	Letters may be obtained by asking candidates to have referees submit letters directly through AP Recruit, or by asking candidates for referee contact information only (there is not an obligation to contact references provided by candidates).

EMAIL SETTINGS
Provide a name and email contact for applicants seeking assistance with the application process.

REVIEW

STEP 4: DISPOSITION REASONS
The search committee has the ability to add up to five custom disposition reasons that relate to the specific search if the preselected list is not sufficient. If used, these must be clearly related to the job and reviewed as a part of the Search Plan.

STEP 5: SUBMIT FOR APPROVAL
From the Details Page, click "submit it for approval". You will need to enter the Department Chair, Dean's Analyst, and Dean.

STEP 6: PUBLISH ADVERTISEMENT
Once your search plan and advertisement(s) have been approved by OFEW, you must log in and click the button to publish your recruitment. Your advertisement will not be posted unless you take this step.

Resources:
Senate Search Guide: http://ofew.berkeley.edu/recruitment/senate-searches
AP Recruit User Manual: http://ofew.berkeley.edu/recruitment/ap-recruit-resources