

Academic Recruitment Workshop

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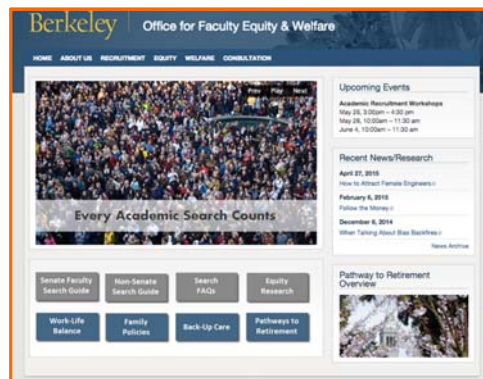
OFEW Team
May 26 & 28, June 4, 2015

Agenda



New OFEW website

- New site launching early June
- Resources
- Organization
- Clarity



Search or waiver?

New UC system-wide waiver criteria

- Extensive collaboration
- Legal consultation
- Recent rulings from OFCCP
- Minimum guidelines

Waiver principles



- ✓ Search waivers should be rare
- ✓ Senate vs. non-senate faculty & other academics
- ✓ Some job titles will be *exempt*
- ✓ Some currently exempt titles will no longer be
- ✓ No "specialized" or "short-term"

New waiver policy roll-out

- New policy when AP Recruit is ready
- AP Recruit build – complete before end of 2015
- Communications plan
 - Finalized criteria distributed to Dean's offices and listserv a.s.a.p.
 - Date of go-live announced well in advance
- Close AP Search

For all new positions – consult the guidelines

New/continued support

- All ads automatically published in Chronicle of Higher Education
-  Jobelephant
- References view on Applicants page

- Auto log of emails sent to applicants
- Bulk assign disposition reasons
- Disposition comments can refer to Narrative

New autonomy

- Chairs/Editors can manage text sections (e.g., qualifications, selection, evaluation)
- All fields editable from Search Info screen
 - For example: **General Information**
 - Dates**
- Analysts "Publish" recruitments (June 8th)

READY TO PUBLISH All approvers have approved. [Publish now](#)

New accountability

- Evidence of **all** outreach
 - *Dept. sponsored ads – placement and payment*
 - *Outreach emails to colleagues*
 - *Description of calls made (number, to whom)*
- Information created during search
 - *Notes on candidates*
 - *Rating scales (blank and completed)*
 - *Interview questions and notes*
 - *Reference checks*

Choose title codes carefully – locks at approval

New accountability (cont' d)

- Two disposition reasons removed
 - *Overall record not as strong*
 - *Lacking communication skills*
- Committee or PI needs active support throughout process
- Closing searches
 - Our data integrity relies on you
 - Searches that start need to end
 - Complete the statuses

Rigor in non-senate recruitment

- Shift minimum from 30 to 15 days posting
- Minimum of two discipline-specific outreach activities
- All non-senate = IRD/open-until-filled
- Importance of the review date(s)
- Lecturer pool advertisement language
- Proposed offer info

Rigor in senate recruitment

- Actual search efforts for Applicant Pool report
 - Evidence stated and uploaded
- "Contributions to diversity" statements
- Open-rank recruitments
- Proposed offer info

Consultation

- **Technical AP Recruit system questions**

Erin Simmer (esimmer@berkeley.edu)

- **Process/procedure questions**

Relevant Dean's Analyst

- **Search committee questions**

Karie Frasch (kfrasch@berkeley.edu)

Angy Stacy (astacy@berkeley.edu)

- **Search waiver questions**

Karie Frasch (kfrasch@berkeley.edu)

OFEW resources

- Search Guides – Online and PDF
- AP Recruit User Manual
- Senate flow chart
- Brief guides for Reviewers and Approvers
- AP Recruit enhancements archive
- Search waiver guidelines
- New-User Tutorial
- User help videos – coming soon
- FAQs coming – coming soon

Q&A/Discussion