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 listservs 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
  ○ 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)
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