Office for Faculty Equity & Welfare September 2015 Newsletter

Welcome to the 2015-16 academic year! The Office for Faculty Equity & Welfare has a number of new, and newly updated resources to support your academic recruitments. Please take the time to review these materials and use them.

We look forward to continued collaboration this year.

- The OFEW team

New/Updated Materials for Non-Senate Searches*

Search Plan Checklist
Helpful checklist for preparing your search plan. OFEW would like to thank Jessica Knowlton from the L&S Deans Office for suggesting and drafting this checklist.

Lecturer Pools Guidance Document
New guidance document to make applicant disposition reasons clear for pools where multiple rounds of hiring take place. Please refer to this document prior to reviewing applicants for new hiring needs.

Advertisement Checklist
The advertisement checklist has been updated. Please be aware specifically of these two items:

- All non-senate searches are open until filled and should not include the Initial Review Date in the advertisement (AP Recruit will automatically populate the next review date).

- When referring to a required degree or its equivalent the advertisement must state "or equivalent degree" to clarify that the degree can be equivalent to, for example the PhD, but have a different name (for example in a different country).

Lecturer Pool Advertisement Template
The lecturer pool ad template has been updated. Specifically, please note:

- For Analysts who receive questions from potential applicants who do not understand the use of the term "pool," please see the suggested language in this updated template that you can optionally add to the pool description. This clarifies that there may or may not be an available position at any given time.

[Non-Senate Search Guide, updated](#)
The Non-Senate Search Guide has been updated to reflect the above changes.

New/Updated Materials for Senate Searches*

[Search Plan Checklist](#)
Helpful checklist for preparing your search plan. OFEW would like to thank Jessica Knowlton from the L&S Deans Office for suggesting and drafting this checklist.

[Guidelines for Search Committees](#)
This working draft was discussed at the recent Faculty Search Committee Workshops and provides information on important considerations around autonomy during the search process, the role of other individuals in the search, outreach, and fair and equitable evaluation processes.

[Outreach Email Templates](#)
Three new templates available to support conducting outreach for a broad and inclusive pool of applicants for senate faculty positions.

[Open-Rank Recruitments](#)
For senate searches that are NT/T or NT/Associate it is possible to set different application and reference requirements for applicants at different career stages. Please use this document for guidance on how to set up and run these recruitments when needed.

Please note: If using two JPF#s it is necessary to add a Comment on the Approvals page with both JPF#s each time when submitting the Search Plan, Applicant Pool, Short List, and Search Report.

[Advertisement Checklist](#)
The advertisement checklist has been updated. Please be aware specifically of this item:

- When referring to a required degree or its equivalent the advertisement must state "or equivalent *degree"* to clarify that the degree can be equivalent to, for example the PhD, but have a different name (for example in a different country).

[Senate Search Guide, updated](#)
The Senate Search Guide has been updated to reflect the above changes.

New/Updated Materials for _Both_ Non-Senate and Senate Recruitments

[Cheat Sheet for Recruitment Materials](#)
For information about what materials created during searches need to be uploaded to AP Recruit, click [here](#). As a reminder, this is the same information that was kept at the department level in the past but is now stored centrally. For questions or concerns, or further guidance please contact OFEW at ofew@berkeley.edu.

New Disposition Reasons Panels
With this new panel Analysts can now quickly see which applicants need disposition reasons before running a Search Report. Click on one of the links to be taken directly to the disposition reasons assignment page for those applicants who are missing reasons (or a comment). If you have Complete applicants who have yet to be marked as Meets or Doesn't Meet, there is a link for that as well.

Go to the _Disposition Reasons tab_ to find the panel, and please go to the recently updated [AP Recruit Manual](#) for more information on this new feature, as well as detailed information on how to use AP Recruit.

Stay current! Read about system updates below and practice them on the AP Recruit [test site](#)!

1. [Newest Enhancements from AP Recruit](#)
2. [Previous OFEW Newsletters](#)

*Please note that updates can be found monthly in the right hand column of the specific Non-Senate and Senate pages on our website.

Updated Non-Senate, and new Senate e-learning tutorials coming soon.