

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
ACADEMIC RECRUITMENT RECORD

PART A: SEARCH PLAN

Provision # _____

Search Committee: _____

Department: _____

Division: _____

Position Title: _____

Reviewed for Submission by:

Position Available: _____

Final Filing Date: _____

Search Committee Chair

Date

LIST EACH SOURCE OF APPLICANTS FOR THIS RECRUITMENT:

journals or publications and date of announcement
individuals, organizations or institutions and date contacted
colleagues and/or professional networks and date contacted

IDENTIFY AFFIRMATIVE ACTION SOURCES:

Identify as **(AA)** any sources of primarily minority or women applicants

ATTACH mailing lists and copies of advertisements or online listings

See reverse for full instructions.

Recruitment Source

Date

Academic Recruitment Record
Part A: Search Plan

The Search Plan is a list of all recruitment sources informed about the position vacancy. Any journals or publications in which advertisements will appear must also be listed.

Recruitment sources include any individual, institution, department or division, minority or women's group, and placement or referral agency that will receive notice of the vacancy.

Scope of the Search

University policy specifies that ladder-rank searches should be national in scope.

Searches for full-time temporary positions may be limited to regional or statewide sources. Searches for part-time temporary positions may be limited to local or statewide sources.

Review of the Search Plan

The Search Committee Chair must review and sign the completed Part A of the Recruitment Record.

Sources may be added during the recruitment up until the final closing date and should be reported as additions to the Search Plan.

Filing the Search Plan

For **ladder-rank positions**, the Search Plan should be submitted to the Academic Personnel Office as early in the search as possible. When the Search Plan is filed later in the recruitment process, any revisions required by reviewing authorities may require an extension of the closing date and re-advertising. Screening of applicants cannot proceed until the Search Plan has been reviewed for compliance with Affirmative Action/Equal Employment Opportunity guidelines and approved by the Dean.

For **full-time or part-time temporary positions**, Part A should be submitted to the Academic Personnel Office with the rest of the recruitment record at the conclusion of the search.

Additional information

The Santa Cruz Campus Academic Recruitment Procedures contain general recruitment policy guidelines and information on the delegated review for each recruitment. Refer to the procedures or contact the Academic Personnel Office for additional information.

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
ACADEMIC RECRUITMENT RECORD
 PART B: APPLICANT SCREENING

Provision #: _____ Total Applicants: _____

Department: _____ Total Candidates: _____

Division: _____ Total Interviewees: _____

Position Title: _____ Reviewed for Submission by: _____

Effective Date: _____

Final Filing Date: _____ Search Committee Chair _____ Date _____

MARK AS APPLICANT EVERY INDIVIDUAL WHO APPLIED FOR THIS POSITION:

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

MARK AS CANDIDATE THOSE WHO MEET THE MINIMUM REQUIREMENTS:

Give reasons for eliminating any candidate from further consideration.

[If tenure-track, annotate with terminal degree, or if applicable, provide future completion date of degree]

MARK AS INTERVIEW THOSE WHO WILL BE INTERVIEWED:

Those who will be interviewed should be indicated with the interview status. Departments may wish to identify several candidates as alternate interviewees, in case interviewees withdraw or decline an offer of an interview. Rank alternates in order of possible interview and comment briefly on why any alternates were not selected for interview at this time.

Attach the **curriculum vitae** for each interviewee and alternate interviewee (not required for Lecturer Pools).

POOL RECRUITMENTS:

Give reasons for eliminating any applicant. Only the advertised minimum qualifications or an incomplete file can be used to eliminate applicants from candidacy.

Those that meet the advertised minimum qualifications should be indicated as a candidate. Give reasons for eliminating any candidate from further consideration.

Those candidates that have satisfied the necessary criteria should be added to the on-going pool and indicated as pool qualified.

<u>Name</u>	<u>Terminal Degree</u> (or if applicable, future completion date of degree)	<u>Status</u>	<u>Comments</u>
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Academic Recruitment Record
Part B: Applicant Screening

The Applicant Screening is a record of every person who applied for this position and specific reasons why they were eliminated or selected. Additional pages or alternate formats can be substituted for this form. The Academic Personnel Office can assist units in customizing a screening matrix for each recruitment.

Status of Applicants

APPLICANT: List everyone who submits a curriculum vitae or letter of inquiry within the announced filing period.

CANDIDATE: Designate those applicants who meet the minimum advertised qualifications as candidates. For ladder-rank positions, **list what the terminal degree is, or if applicable, future completion date of the degree.**

INTERVIEWEE/ALTERNATE INTERVIEWEE: Those candidates who are considered for interviews should be designated on Part B as interview or alternate interviewee. Departments may wish to identify several candidates as alternates for interview, in case interviewees withdraw or decline an offer of an interview. Please rank in order the alternate interviewees and comment briefly on why any alternates are not selected for interview at this time.

Documenting the Selection Process

Applicants may be eliminated from further consideration if they withdraw, submit an incomplete dossier, or do not meet minimum advertised requirements for the position, such as the Ph.D.

Candidates may be eliminated from further consideration because of the quality of their dossier (specify in what area, such as weak supporting letters or publications), their level of experience (specify lack of teaching or limited research), or because they lack preferred advertised qualities (such as an academic specialty).

Interviewees and alternate interviewees must meet announced requirements for the position. Record reasons for selection (such as strong supporting letters or other evidence in the application dossier). Attach the curriculum vitae for each interviewee and alternate interviewee (not required for Lecturer Pools).

Review of the Applicant Screening

The Search Committee Chair must review and sign the completed Part B of the Recruitment Record.

Filing Part B of the Recruitment Record

For **ladder-rank positions**, Part B should be submitted to the Academic Personnel Office as soon as the interviewees and alternate interviewees have been determined. Interviews may not proceed until the applicant screening (Part B) has been reviewed for compliance to Affirmative Action/Equal Employment Opportunity guidelines and approved by the Dean.

For **full-time and part-time temporary positions**, Part B should be submitted to the Academic Personnel Office with the rest of the recruitment record at the conclusion of the search.

Additional Information

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PART C: FINAL RANKING

Provision #: _____	Level of Proposed Appointment: _____	
Department: _____	Rank	Step Salary
Division: _____		
Position Title: _____	Reviewed for Submission by: _____	
Position Available: _____		
Final Filing Date: _____	Search Committee Chair	Date

LIST ALL INTERVIEWEES AND ANY ALTERNATE INTERVIEWEES:
Indicate ranking and who will be proposed for appointment.

POOL RECRUITMENTS:
Indicate who will be proposed for appointment.

GIVE DETAILED AND CONCISE REASONS FOR THE RANKING.

<u>Name</u>	<u>Terminal Degree</u> (or if applicable, future completion date of degree)	<u>Status</u>	<u>Comments</u>
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Academic Recruitment Record
Part C: Final Ranking

The Final Ranking is a record of the evaluation of those individuals who were identified as interviewee and alternate interviewee for this position. It ranks them in order of preference for appointment, with reasons for the ranking.

Listing the interviewees and alternate interviewees

The names in Part C of the Recruitment Record must correspond with the interviewees and alternate interviewees identified in Part B. All candidates interviewed must be identified as an **interviewee**.

Be sure to designate the name of the **selected candidate** that will be recommended for review for appointment. Ranking of the final interviewed candidates may be appropriate and is left to the discretion of the search committee. If viable candidates are not ranked, it will be necessary to file revised recruitment documentation (Part C) if the selected candidate withdraws or declines. Alternate interviewees who were not interviewed need not be ranked. If there is no satisfactory candidate, Part C should reflect the review process and the reasons for non-selection.

If more than one name will be proposed for appointment, each name should be identified as a **selected candidate**. Refer to the Campus Procedures for guidelines on multiple appointments and recruitments for temporary pools.

Review of the Final Ranking

The Search Committee Chair must review and sign the completed Part C of the Recruitment Record.

Filing the Final Ranking

For **ladder-rank positions**, Part C should be submitted to the Academic Personnel Office as soon as the selection process is completed.

For **full-time and part-time temporary positions**, Parts A, B, and C of the Recruitment Record should be submitted to the Academic Personnel Office as soon as the selection process is completed.

Review for Appointment

No appointment file may be submitted for review until the completed recruitment documentation has been reviewed for compliance with Affirmative Action/Equal Employment Opportunities guidelines. When the documentation has been approved, the hiring unit will receive authorization to initiate the review for appointment.

Additional Information

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