

TO: Actual Name Here
Chair of the Search Committee

CC: Actual Name Here
Department Manager

DATE: XX/XX/XXXX

FROM: Academic Personnel Office

TITLE: Title of Position Here

POSITION: SEARCH XX-XXX

INSTRUCTIONS FOR DOCUMENTING AN ACADEMIC RECRUITMENT

- The announcement for the above position has been sent electronically to the divisional academic personnel coordinator and to the department manager. A copy of your recruitment flyer is attached.
- Academic Personnel will post the announcement on the Academic Personnel Employment Opportunities web site until the close date or until the position is filled. The announcement will also be posted on HigherEdJobs.com, Caljobs.ca.gov, Monterey.Craigslis.org, and NorCal HERC web sites.
- Attached are the recruitment forms for recording this search. Please refer to the Santa Cruz campus academic recruitment procedures (CAPM 100 – CAPM 112) for a more complete explanation of the academic recruitment process. **Part A is available as an enterable form on the APO web site.** Parts B & C can be automatically generated using Div Data database.

The following instructions are only applicable to this recruitment if marked .

- Since this is not a ladder rank position and not an ongoing pool, the documentation for this search will be reviewed post hoc. Recruitment documentation Parts A, B and C should be signed by the Chair of the Search Committee and submitted to Academic Personnel once the final candidate has been selected. The entire record will then be sent to the Dean for review and approval.
- Since this is an ongoing pool recruitment, the next stage in the documentation process will be the filing of the Search Plan (Part A). The Search Plan should be submitted as soon as possible. Before appointments can be made from the pool, the recruitment documentation Parts B and C must be forwarded to APO for review for compliance to recruitment guidelines. By approving the documentation, the dean is authorizing the names in the pool. (Offers cannot be made prior to the approval of the recruitment record.)
- Since this is a ladder-rank recruitment, the next stage in the documentation process is filing of the Search Plan (Part A). It is in your best interest to submit the Search Plan as soon as possible, certainly before the closing date listed for the position, in case additional advertising sources are needed.
- Below is a URL for the online Affirmative Action ID form coded with the position number for this recruitment. Every applicant for this position must be sent this form, either electronically, or in hard copy. It is essential that the ID form be sent to each applicant as soon as possible after his or her application is received.

*The URL for the online Affirmative Action ID form is:

http://www2.ucsc.edu/ahr/academic_employment/aa_cards/XXX-XX.htm

(PLEASE NOTE: This URL has been assigned for use with this recruitment ONLY.)

**If applicants do not have email, please contact APO for hard copies of this ID form.*

- Searches for part-time temporary positions or positions less than one year in duration do not require the collection of affirmative action data.

Please contact the Academic Personnel Office or x9-4300 if you have any questions on the procedures or if there are any changes to this search.