

# Academic Recruitment FAQ (pg 1 of 3)

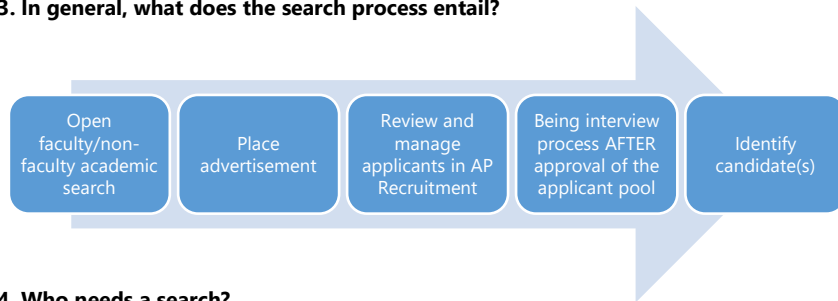
## 1. Who is the Academic Recruitment Analyst for your department?

You may identify your Academic Recruitment Specialist by finding your department listed [here](#).

## 2. What is the role of the Academic Recruitment Analyst?

- Advise on policy and procedures, and resolve questions related to the academic recruitment or search waiver process.
- Provide consultation including search strategies for new search requests and assist with filling out forms related to the academic recruitment or search waiver process.
- Place job advertisements as needed.

## 3. In general, what does the search process entail?



## 4. Who needs a search?

- Academic senate positions, including changes in series from a non-Senate faculty position.
- Academic appointments paid by UCSD affiliates for which step will be assigned
- *All paid academic appointments for 3 days or longer (no exemption for instructors)*

## 5. Who are exempt from a search?

- Visiting Professor/Visiting Professional Research Series
- Recall Faculty
- Volunteer Clinical Faculty
- Other without Salary Appointments (unless paid by an affiliate)

## 6. How do I open a faculty search?

Submit the request through the [Recruitment Intake Form](#).

## 7. Do I need to conduct full searches, or can the search be waived?

Conducting full and open searches is important to obtaining the highest quality academic appointment and ensuring equal opportunity in academic hiring. However, a search waiver may be granted in exceptional situations.

## 8. How should I determine my review dates for a Recruitment?

The review date indicates to the applicants that if they apply by this date, they will receive full consideration for the position by the search committee. You cannot identify your selected candidate and submit a search report until the review date has passed. You can always extend your review date, but cannot shorten it once it has been determined. Search committee members will only be able to view completed applications that are submitted by the review date. The **initial** review date selected must be a date after the minimum posting period (30 days), however, any subsequent review dates after the review period may be a long (or short) as you'd like. If you would like to consider applicants who have applied after the review date, contact your Academic Recruitment Specialist to extend the review date.

## 9. How long do Recruitment last?

Recruitments are always open for a year from the open date. Recruitments may be closed anytime so long as the minimum posting period and review date has passed.

## 10. After the Recruitment has been approved and posted, can I make changes?

After a Recruitment has been published, you are not permitted to make modifications to any of the criteria.

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**11. Does a change in series warrant another search?** It depends. There is a change in series action table ([Search Waiver Guidelines.docx \(ucsd.edu\)](#) that details if or when a search is required for those changing in series. For example, if a senate faculty member (who has previously been searched for his/her position) changes in series to a non-senate faculty or even a non-faculty academic position, then no search is required. The action table details whether a search is required based on current appointment and proposed change in series appointment.

**12. Does the change in series action table apply to those who *have not* been previously searched?**

No, this action table only applies to those who have been previously searched. If they are on a waiver or an exemption, they'll need a search if they are changing in series.

**13. How can I place the job advertisement?**

Contact your ARC Recruitment Specialist for assistance in placing the advertisement.

**14. What is the required composition of a faculty search committee?**

Refer to for specific guidelines [here](#).

**15. I'm ready to start the interviewing process. What should I do?**

For faculty recruitments, please contact your ARC Recruitment Specialist *before starting the interview process* to request approval of the applicant pool.

**16. I have an applicant pool of less than 5. Do I need to do anything different?**

If your applicant pool is less than 5 applicants at the time you're requesting the applicant pool to be reviewed, please provide an explanation as to why there aren't more applicants and/or any additional outreach efforts that the committee is making or plans to make in order to attract amore broad and diverse pool. Note that it is not a requirement to have a minimum of at least 5 applicants prior to requesting applicant pool review, but the explanation helps provide context as to why the recruitment hasn't resulted in a higher volume of applicants and/or why the committee wants to move forward with the interviews despite having a limited pool.

**17. Do I need to give full consideration to all applicants, and how do I show that I have given full consideration to the applicants?**

All applicants who submit a completed application within the review date period must be given consideration for the position. This means their application needs to be reviewed and will need to be marked as "meets" or "does not meet" basic qualifications. Please contact your ARC Recruitment Specialist for assistance.

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## **18. Do recruitments need to contain pay scales?**

Effective January 1, 2023, California Senate Bill 1162 requires employers to disclose pay scales on all job postings and to current employees upon request.

## **19. Can you hire more than one person from the same recruitment?**

Yes, the recruitments can be set up to support multiple hires.

## **20. What do I need to provide if a candidate is no longer interested in the position?**

The Office of Academic Recruitment Services (OARS) requires that if an applicant withdraws from a recruitment, they need to notify the university through written correspondence (i.e., via email).

## **21. Do we still need VCCRM?**

VCCRM is no longer required for Ladder Rank faculty, ECC is needed for all faculty (including Ladder Rank).

## **22. Is PRC still required for academics?**

PRC is no longer needed for academics.

## **23. Is the AAU process still required?**

No, AAU is no longer required.

## **24. Any questions on UC Intercampus and/or Institutional Reference Check**

Please visit - <https://vchs.ucsd.edu/administration/aa/for-new-positions-and-appointments/recruitment-and-new-appointment-process.html>