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| AP Recruit Search Plan Template | 2018-19 |

If you have questions or concerns, please feel free to contact your Recruitment Analyst for help at any time during this process. Fields we request you to fill out are highlighted in yellow.

**Contacts:**

|  |  |  |
| --- | --- | --- |
| Recruitment Analyst | First name Last name | Extension |
| Dean’s Analyst | First name Last name | Extension |
| Department Chair | First name Last name | Extension |
| Search Committee Chair | First name Last name | Extension |
| AA Officer (Faculty Editor) | First name Last name | Extension |
| Divisional Dean | First name Last name | Extension |
| Life Science Dean \*cluster only | First name Last name | Extension |

***SEARCH INFO – DETAILS***

***Basic Information***

**Recruitment Name:**

-Click here to enter text-

*[Enter the name of the recruitment.* ***This should match your job ad.*** *For Cluster searches only: name must begin with “Cluster”]*

**Department:**

-Click here to enter text-

*[State the Department Name. This is a drop-down menu in AP Recruit.]*

**Salary Control #:** *[Leave blank (unless there are plans with RP#, enter the information here)]*

**Salary Range:** *[Leave blank]*

**Rank/Step:** *[Leave blank, this section will auto-populate when the title code is entered later in AP Recruit.]*

**Job Location:** Riverside, CA *[if not on campus, please indicate city/state]*

**Search Breadth:**

-Click here to enter text-

*[Is it Open/General or Specialized/Targeted search? (An example of a general search is a recruitment for the Department of Chemistry regardless of area of specialty. An example of a targeted search is a recruitment for a Biological Chemist whose research focuses on cell membranes.)]*

**Initial Search Allocation:**

-Click here to enter text-

*[Is this position newly allocated or is it being re-listed from a previous academic year? Guideline One searches will most likely be newly allocated, unless it is a failed search from a previous year. Guideline Two searches will be newly allocated.]*

**Approved Search Area:**

-Click here to enter text-

*[Discipline, taken from the Recruitment Name]*

***Contact Information***

**Mailing Address:**

-Click here to enter text-

*[The mailing address that applicants may use. Insert general UCR mailing address: 900 University Ave., your office room number and building, Riverside, CA 92521.]*

**Faculty and Staff Contact**:

-Click here to enter text-

*[Analysts, administrators, and the online search committee will use this name and email. For Non-Senate searches, enter the PI’s name and email. For all other searches, enter the Search Committee Chair’s name and email.]*

**Public Contact:**

-Click here to enter text-

*[This name and email address is used when UC Riverside AP Recruit sends and email to references (thanking them for their submitted letter), applicants (when their application is manually created and/or activated and to remind them to complete the diversity survey). Enter the Recruitment Analyst’s name and email.]*

**Help Contact:**

-Click here to enter text-

*[This area is used for applicants seeking help. Enter the Recruitment Analyst’s email.]*

**Information URL:** *[Leave blank (unless a page with more details on the position exists)]*

***Description***

**Description:** *[Enter the description of the recruitment.* ***This should match your job ad.*** *In AP Recruit, this field accepts an unlimited amount of text (and may include links). When applicants apply to this recruitment, this description will display.]*

-Click here to enter text-

*In addition to the text above, the following mandatory wording will be added to the job ad, and is not editable. Refer to the* [*PEVC & VPAP memo*](http://cnc.ucr.edu/aprecruit/pevc_and_vpap_memo-additions_to_advertisements.pdf) *dated 3/20/15 and* [*FAQs*](http://cnc.ucr.edu/aprecruit/faqs_additions_to_advertisements3.20.2015.pdf) *for more information on required language.*

1. The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.
2. UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.
3. Advancement through the [job title] ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2-3 years, each of which includes substantial peer input.
4. Review of applications will commence on [date], and proceed until position is filled. For full consideration, applicants should submit their complete applications by the above date.

***Dates***

**Date Format:** There are 2 options: Initial Review Date (IRD) / Open until filled and Open/Close/Final (OCF). Once the appropriate option is selected below, delete the other option. Note: The selected option cannot be changed once the recruitment is published.

**Option 1 (For Lecturer Appointments Only):** IRD/Open Until Filled refers to a long-running search in which pools of applicants are collected and evaluated separately at different times.

**Open Date:**

-Click here to enter date-

*[This is the anticipated date when applicants can begin applying. The recruitment will need approvals and the recruitment will then be published.]*

**Initial Review Date:**

-Click here to enter date-

*[This marks the closing of the first pool of applicants. Once the recruitment is posted in AP Recruit, the IRD cannot be changed. Please allow a minimum of 30 days after the Open Date]*

**Additional Review Date:**

-Click here to enter date-

*[After the Initial Review Date has passed and if the initial applicant pool does not yield a qualified candidate, you may update the recruitment to establish more review dates. See: Specifying Additional Review Dates, AP Recruit User Guide, Pages 8-9. This section will not be entered into AP Recruit, but will be needed for the Recruitment Analyst.]*

**Private Date:** (checkbox):  -Click here to enter date-

*[Check for an internal review date, not advertised to applicants.]*

**Final Date*:***

-Click here to enter date-

*[This is the last date when applicants can apply. If you add an additional review date that is after the final date, the final date automatically moves forward to accommodate it.]*

**Option 2:** OCF refers to a one-time search that will complete when the vacant spot is successfully filled. This option is used for all Guideline One and Two recruitments, except for pooled recruitments (Lecturer positions).

**Open Date**:

-Click here to enter date-

*[This is the anticipated date when applicants can begin applying. Please note that it takes approximately 3 weeks to route the search plan through the approval process before the job can be posted.]*

Note: For Senate appointments, the job must be open for a minimum of 8 weeks; for non-senate appointments, a minimum of 30 days

**Close Date:**

-Click here to enter date-

*[The date that no new applications will be accepted.]*

* For Guideline I: Close Date is 6/30
* For Guideline II: Close Date should be a minimum of 30 days from the open date, but can be as long as requested.

**Final Date:**

-Click here to enter date-

*[This is the last date for existing applicants to modify their applications. This date usually matches the Close Date.]*

* For Guideline I: Final Date is 6/30
* For Guideline II: Final Date should match Close Date

***Title Information***

**Title Codes:**

-Click here to enter text-

*[This is a drop-down menu in AP Recruit. Type 2 or more characters for the dropdown menu to appear.]*

***Internal Analyst Notes***

**Internal Analyst Notes:** *[Leave blank.]*

***SEARCH INFO - REQUIREMENTS***

***References***

*\*All candidates for Associate Professor or higher must provide at least 3 reference letters for their appointment file. \**

*[You may choose to have your applicants provide self-solicited reference letters OR reference contact information with their application OR nothing at all.]*

***IMPORTANT:*** *After an applicant has applied to this position, you cannot change reference requirements or required documents, but you may add optional documents if you need to collect additional data from applicants. You must notify all applicants that additional documents are being requested, if applicable.*

**Reference Type:** *[Check one or more boxes depending on the type of search. If “Only contact information” is checked, remove the yellow highlight from the minimum in the “Letters of recommendation” section. If “Letters of recommendation” is checked, remove the yellow highlight from the minimum in the “Only contact information” section. Do not highlight the minimums for both of these unless both options are checked.]*

None (Guideline Two) – this recruitment does not require references

Only contact information (Associate/Full level) – only ask for reference email and address - letters will be requested by the department as needed. Minimum: 3

Letters of recommendation (Assistant level) – allow references to login and provide their letters when requested by the applicant. Minimum: 3

**Required References:** *[This area will default to 3.* ***Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *The Recruitment Analyst might have to change this field depending on the minimum given by the Search Chair above.]*

**Reference Visibility:** [*Leave as “All reviewers”.]*

**Edit Thank You Email:** *[This email is sent to the reference after they upload a letter. The following message is auto-populated in AP Recruit. The Recruitment Analyst must update the message to include the bolded word.]*

*Hello,*

*Thank you for submitting a* ***confidential*** *letter of recommendation. Your letter is now available online   
for viewing by the faculty and search committee.*

*We would like to include your letter in the appointment file when an offer of employment is extended.*

*Sincerely,*

*[Department]*

*University of California, Riverside*

***Documents***

*[Define the required or optional documents to be provided by the applicants. The applicants will see any description you provide]*

Curriculum Vitae  Optional  Required

Cover Letter  Optional  Required

Statement of Research  Optional  Required

Statement of Teaching  Optional  Required

Statement of Contributions to Diversity  Optional  Required

Misc / Additional  Optional  Required

***IMPORTANT:******Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *The Recruitment Analyst will need to edit the language in the “Statement of Contributions to Diversity” section of AP Recruit as they are creating the Search Plan. Please delete the statement that auto-populates and include this instead:*

In a “Statement of Contributions to Diversity,” we ask applicants to describe their past and potential future contributions to promoting a diverse, equitable, and inclusive environment, which is a key requirement of the role of every academic member at UCR. There are numerous ways to contribute, and a commitment to this part of our mission can be reflected through research, teaching, supervision, mentoring, community engagement, service, and any of the other varied activities that are a part of an academic career.

***SEARCH INFO - DIVERSITY***

**Availability Data - Fields of study:**

-Click here to enter text-

*[See Attachment A- Specialties and Benchmark Codes-Diversity- NORC- this lists the recruitment’s specialties and the corresponding national availability data that is provided via the UC Office of the President to AP Recruit. Please select a Minimum 1 and a Maximum of 5 specialties]*

**Pool Diversity:** *[This area will auto-populate as the search progresses.]*

**Affirmative Action Goal:** *[Leave blank]*

**Equity Advisors:** *[Leave as Laurie and Joy]*

**Equity Advisor Role:** *[Leave blank]*

***SEARCH INFO – ADVERTISEMENTS***

*[For questions regarding this section, contact EEAA at* [*affirmativeaction@ucr.edu*](mailto:affirmativeaction@ucr.edu)*.]*

**Planned Search & Recruitment Efforts:**

-Click here to enter text-

*[State what actions will be undertaken by the search committee to meet the affirmative action goals for the title series in order to achieve a broad and inclusive pool with respect to gender and race/ethnicity. This includes professional conventions/conferences where faculty will pass word about the open position. If you do not know what to put here, work with your committee chair or contact EEAA. Make sure to include how the recruitment will be sent to Ph.D. Granting Institutions.]*

*In addition to the text above, the Recruitment Analyst will add a list the all of the ad/sources/venues (e.g., The advertisement will be posted in the following venues: …).*

**Actual Search & Recruitment Efforts:** *[****Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *This section will be filled out by the Recruitment Analyst at the end of the search.]*

**Ad Documents:** *[****Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *This section will be completed at a later time, refer to the Recruitment Checklist (page 3).]*

**HERC Category:**

-Click here to enter text-

*[See Attachment B-HERC Mapping Categories and select one category and area of expertise which best fits the recruitment from the list of choices. This is a drop-down menu in AP Recruit.]*

**Ad Sources:** *[List the sources/venues where your recruitment will be advertised. Specify online or/and print.]*

For all searches: Cal Jobs (required), HERC (required), Department Website (required)

For Guideline One: at least one additional ad venue needed to target women and/or underrepresented minorities (i.e. Women in Science, SACNAS, etc.)

For CE: ANR contact (LeChe McGill)

For Guideline Two: UC Recruiter Listserv (required), LinkedIn Network (required from Affirmative Action)  
For Cluster: additional ad venues CNAS Dean’s Office Webpage (required), Provost’s Office (required)

Cal Jobs  Online  Print

HERC  Online  Print

Department Website  Online  Print

Other Ad Venues (Guideline One): -Click here to enter text-  Online  Print

Other Ad Venues (Guideline One): -Click here to enter text-  Online  Print

Other Ad Venues (Guideline One): -Click here to enter text-  Online  Print

ANR Contact (CE)  Online  Print

UC Recruiter Listserv (Guideline Two)  Online  Print

LinkedIn Network (Guideline Two)  Online  Print

CNAS Dean’s Office Webpage (Cluster)  Online  Print

Provost’s Office (Cluster)  Online  Print

\*Please note that print ads are usually considerably more expensive than online ads. As an example, here are the approximate costs of a print ad in some popular journals: Science $8000-$10,000; Nature $8,000-$10,000; The Chronicle of Higher Education $4,000. For a typical length faculty or cluster recruitment, the cost is usually at the higher end of the indicated range.

**Evidences of Advertisement:** *[****Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *This section will be completed by the Recruitment Analyst at a later time, refer to the Recruitment Checklist (page 3).]*

***SEARCH INFO – QUALIFICATIONS***

*[If you are unsure what to put in this section, contact the Department Chair or EEAA at* [*affirmativeaction@ucr.edu*](mailto:affirmativeaction@ucr.edu)*].*

**Basic Qualifications:**

**Assistant level only:**

-Click here to enter text-

*[State the \*minimum\* qualifications required to be considered an applicant for the position. These qualifications must be met at the time of application.]*

**Associate/Full level only:**

-Click here to enter text-

*[State the \*minimum\* qualifications required to be considered an applicant for the position. These qualifications must be met at the time of application.]*

**Additional Qualifications:** *[Leave blank]*

**Preferred Qualifications:**

**Assistant level only:**

-Click here to enter text-

*[State other preferred, but \*not required\*, qualifications for the position.]*

**Associate/Full level only:**

-Click here to enter text-

*[State other preferred, but \*not required\*, qualifications for the position.]*

**All levels must include:**

“UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.”

***SEARCH INFO – SELECTION PROCESS***

*[If you are unsure what to put in this section, contact the Department Chair or EEAA at* [*affirmativeaction@ucr.edu*](mailto:affirmativeaction@ucr.edu)*].*

**Selection Criteria:**

-Click here to enter text-

*[Provide a detailed description of the selection criteria to be used in evaluating candidates in priority order.]*

**Selection Plan:**

-Click here to enter text-

*[State how the search committee will evaluate the applicants and select the shortlist and finalist (screening process, interview procedures, role of the search committee, etc.). In addition to the text above, the following mandatory wording will be added to the Selection Plan, and is not editable: “In addition, the Statement of Contributions to Diversity will be used to determine if the successful candidate has demonstrated evidence of enhancing and promoting diversity”.]*

**Specializations:** *[Leave blank]*

***SEARCH INFO – COMMITTEE***

**Core Committee Members:** *[Enter the roles and the names of the Search* [*Committee*](file:///Y:\Recruitments%20and%20Appointments\0%20-%20AP%20Recruit\AA-AP%20Recruit%20Procedures,%20Processes\AA%20-%20Search%20Plan%20Template%209-15-16.docx) *Members that will be named on the Search Plan. Requirements for the committee include: at least one female member and one outside member (it is possible for one person to meet both criteria). Note: The Department Chair cannot serve on the search committee.]*

**Committee Chair:** -Click her to enter name-

**Faculty Editor:** -Click here to enter name-

[At UCR, this is assigned to the AACO or Affirmative Action Compliance Officer]

**Reviewer:** -Click here to enter names-

**Additional Access:** *[Type the name of the person in the positions to generate the drop-down list in AP Recruit.]*

**For Guideline One only:**

**Additional Reviewer:** -Divisional Dean-

**Additional Reviewer:** -Dean-

**Additional Reviewer:** *All Department Senate Faculty will be added when specified in the Selection Plan of the of the Shortlist Stage in the Recruitment Checklist.*

**For Guideline Two only:**

**Additional Reviewer:** None

**For Cluster only:** *[Remove all department Senate faculty and add the Steering Committee Representative.]*

**Additional Reviewer:** -Divisional Dean-

**Additional Reviewer:** -Dean-

**Additional Reviewer:** -Steering Committee Representative (Life Science Dean)-

***SEARCH INFO – DOCUMENTATION***

***Please note that these documents are not required at this time, but will be mandatory to close the recruitment. Please remember to keep all memos and interview materials. A closed search is required for APSU to create future searches for the department. All searches within any given year must be closed in order for the next year’s recruitments to begin. The following documents are needed to be uploaded in AP Recruit.***

**Search Plan Documents:** *[Refers to any miscellaneous documents associated with the search that need to be kept for the electronic record.* ***Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *The Recruitment Analyst will upload these documents in AP Recruit.] Example: Search Plan Template. For upload only.*

**Letter and Memos:** *[Refers to letters to applicants and internal memos about hiring decisions.* ***Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *The Recruitment Analyst will upload these documents in AP Recruit.]*

**Interview materials:** *[All documentation resulting from interviews must be retained and uploaded into AP Recruit. Examples of documents that must be retained, if they exist: standardized questions used for interviews, itineraries, evaluation tools used, or notes taken during applicant interviews and verbal reference checks.* ***Leave this area highlighted in green when sending the Search Plan Template to the Search Chair.*** *The Recruitment Analyst will upload these documents in AP Recruit.]*