

### Sample Departmental Sequential Checklist for Academic Recruitments

This checklist was prepared in compliance with Sections APM-500 and UCD-500 of the Academic Personnel Manual and the UC Affirmative Action Guidelines for the Recruitment and Retention of Faculty. It is the responsibility of the department chair to ensure all steps are completed.

- Develop position description (IV.A)
  - As appropriate, request authorization through the dean from the Vice Provost—Academic Affairs to recruit above the assistant professor level. (IV.B)
  - Recommend a slate of potential recruitment committee members to the dean. (IV.C)
  - Confirm appointment of recruitment committee by dean.
  - Prior to beginning the recruitment, confirm that the recruitment committee and affirmative action unit coordinator have met and discussed information relative to affirmative action and the search and selection process. (II.D)
- Develop search plans to include:
- Selection criteria. (IV.D.1.)
  - Evaluation/ranking process. (IV.D.2)
  - Workforce self-analysis. (IV.D.3)
    - Diversity of the department's faculty, including the number of women and persons of color in academic positions.
    - If a placement goal exists, the numbers of women faculty and faculty of color hires needed for adequate diversity and strategies for attracting qualified women candidates and candidates of color.
  - Search and selection process. (IV.D.4)
    - Advertisements. (IV.D.5)
    - Copies of all position announcements or advertisements to be used.
    - Names of publications in which advertisements will be placed.
    - List of colleges and universities to which position announcements will be sent.
    - List of groups, organizations, or individuals who will be asked to help publicize the position among members of underrepresented groups.
    - Position announcements to be posted in the department and on the department Web site; sent electronically to dean's office and Academic Affairs; and circulated to organizations that facilitate the employment of Vietnam-era veterans and of persons with disabilities.
    - Non-ladder academic appointees within the department to be informed of vacant ladder-rank positions.
- Submit search plan to dean for approval.
  - Confirm approval of search plan by dean.
  - Implement search in accordance with approved plan and UC Guidelines for Faculty Recruitment and Retention.
  - Inform the faculty of departmental affirmative action hiring goals and department's last five years' hiring record (provided by Academic Affairs).
  - After the announced application deadline, consult with the affirmative action unit coordinator and the recruitment committee chair to assure that there is an adequately representative pool of candidates.
  - Prior to contacting candidates, forward Interim Recruitment Report on Applicant Pools to the dean for review and approval. (VI.A)
  - Confirm approval of Interim Recruitment Report by dean.
  - Conduct interviews.
  - Recommend candidate or slate of qualified candidates for consideration.
  - Identify candidate(s) of choice.
  - Conduct faculty vote in accordance with Bylaw 55 and compile appointment packet.
  - Forward Final Recruitment Report for Academic Appointments to dean. (VI.B)
  - Confirm approval of Final Recruitment Report by dean.
  - Forward appointment packet to dean.
  - Retain departmental records of each search for three years. (VII)