

Quick Reference Notes

Academic Recruitment

Recruit Website: <http://recruit.ucdavis.edu/>

Policy Website: <https://academicaffairs.ucdavis.edu/recruitments-and-removals>

Guidelines for Search Waivers & Exemptions: <https://aadoocs.ucdavis.edu/policies/recruitments-and-removals/search-waiver-and-exemption-guidelines.pdf>

Search Plan:

- Ensure that “Review Dates” is selected; the UCD campus does not utilize the other option.
- Academic positions must be advertised for a minimum of 30 days.
- Three advertising locations including but not limited to one diversity site, one site specific to the focus area, and one other site must be included for all searches except Junior Specialists.
- Position descriptions must include language regarding the basic functions of the position, basic qualifications, and specific qualifications, and must include the required language regarding equal opportunity employment, work life balance, non-smoking campus, authorization for background check, COVID vaccine requirements and the initial review date.
- The position description and the advertisement should be substantively similar.
- The search committee membership must include at least one woman and one underrepresented minority faculty member; also recommended to include one person from outside the department as well.
- Basic qualifications should be those that are required at the time of application, recommended to keep them minimal (e.g. BS in Engineering, enrolled in a PhD program, etc). Additional qualifications should be qualifications required at the time of start (PhD in Engineering). Preferred qualifications are optional (e.g. “Demonstrated ability or potential to obtain extramural support for research activities” or “Postdoctoral or equivalent experience”).
- Ensure that the Selection Criteria matches the criteria outlined in the Position Description.
- The Selection Plan should outline the search process in the department that will be followed.
- If the position is being recruited above Assistant Professor, Step 3, the Planned Outreach appendix must be uploaded to the Documents section.

Shortlist:

- The Search Chair must upload the Search Committee Conflict of Interest declaration prior to submitting the shortlist.
- The shortlist **MUST** be routed **PRIOR** to interviews.
 - A preliminary shortlist, in which candidates are marked “Serious Consideration” should be submitted for Skype interviews. For in-person interviews, candidates should be marked “Recommended for Interview.”
- Disposition reasons should be added at the time of shortlist submission.

Search Report:

- Disposition reasons for interview candidates not selected must be added prior to report routing.
- Multiple search reports can be submitted if negotiations fall through. It is recommended to rank candidates or mark at least 1 alternate (two is best).
- The Search Report must be submitted in advance of the tentative offer letter.
- The Search Committee Chair must complete the required survey in Recruit.

Tentative Offer Letter:

- Must follow the current template.
- Will require a minimum lead time of 7 business days to ensure adequate review by Facilities, Budget, and to obtain the Dean's signature.
- If appointing at Asst rank step 4 and above then [reference check](#) must be initiated. Tentative offer letter cannot be provided to candidate until reference check is clear.