

After The Search

Search Report

Once the final candidate has accepted the provisional offer, but before they have received their appointment.

Contents

Final Dispositions for all official applicants, proof of job advertisement, notes if search did not go as outlined in the Search Plan.

Approval Authority

[Senate & Non-Senate](#)

Chair, Dean, and APO

Final Dispositions

Federal regulations require that the hiring department record a Disposition Reason for every applicant. For applicants who did not receive a job offer, this Disposition Reason is a brief explanation why. UCLA Academic Recruit has a set list of possible Disposition Reasons from which to choose (e.g., applicant's area of specialty doesn't fit departmental needs).

Notifications

Keep in contact with applicants throughout the search process. Be sure to inform applicants in a timely fashion if they are no longer being considered for the position. UCLA Academic Recruit has a personalized email feature that department administrators can use for these efforts.

Faculty Search Committee Checklist

1. Search is approved by EVC's office and Dean's Office
ALTERNATE: Exception to policy (Waiver of Search) is requested from the Vice Chancellor for Equity, Diversity and Inclusion and the Vice Chancellor for Academic Personnel. Following approval, appointment process begins. (If not approved, continue with regular search process.)
2. Chair of Search Committee is selected by Chair of department.
3. Search Committee is formed.
4. Search Plan, including position announcement/advertisement, is entered into UCLA Academic Recruit to be approved by Chair, Dean, Vice Chancellor for Equity, Diversity and Inclusion.

Following approval, the Recruitment is published in the online UCLA Academic Recruit system and the search process begins.

5. Ads are placed and position is posted on websites. Personal contacts are made with departments, individuals, at conferences, etc.
6. Applications are submitted through UCLA Academic Recruit.
7. The Applicant Pool Report is reviewed by the search committee to ensure that recruitment has been broad and inclusive, and that the applicant pool demographics reflect availability data as shown in UCLA Academic Recruit. The Chair, Dean, and Vice Chancellor for Equity, Diversity and Inclusion review the Applicant Pool Report. If the pool does not reflect the availability data, an expanded search might be necessary. Candidates may not be placed on the Shortlist until the Applicant Pool Report has been approved by the Vice Chancellor for Equity, Diversity and Inclusion.
8. Search committee begins selection process. Applicants are proposed for campus visit, held, or not selected. The Shortlist Report must be approved by Chair, Dean, and Vice Chancellor for Equity, Diversity and Inclusion, before any candidate is invited for an interview.
9. Communication begins with applicants selected for campus visit. Travel, lodging, scheduling, etc. is arranged. Notification is also made to those not selected.
10. Candidates make campus visits and interviews are held.
11. Search Committee recommends candidate(s) for selection.
12. Faculty reviews and approves candidate selection.
13. Dean/Chair reviews and approves candidate selection.
14. Offer is made. Multiple offers may be made until an offer is accepted.
15. Department administrator closes the recruitment in UCLA Academic Recruit. Search Report approved by Chair, Dean, and Academic Personnel Office.

Search Plans, Reports, and the Recruitment Cycle

UCLA Academic Recruit And
The Recruitment Process

UCLA

Office of Equity, Diversity and
Inclusion

Before The Search

Search Plan

Before a search has started.

Contents

Job description, the Basic Qualification(s), planned search efforts, and the advertising plan. A Search Plan for a Senate job also needs the proposed search committee, the selection criteria for evaluating applicants, and the selection plan the committee will follow.

Approval Authority

Senate

Chair, Equity Advisor (in some divisions/schools),
Dean, Vice Chancellor for Equity, Diversity and
Inclusion

Non-Senate

Locally determined

The following must be included in all UCLA academic job advertisements:

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, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>).

For Ladder Rank Faculty Searches:

The recruitment period must be for at least eight (8) weeks from the time the position is posted to the time that the position is filled. The position must be open to applicants for at least a **four week period following the first appearance of the advertisement**. If a position is “open until filled,” indicate the date that review of applications will begin.

During The Search

Applicant Pool Report

When the department is satisfied with diversity and size of pool, and the application period has closed.

Contents

Aggregate demographic data on the applicant pool and national availability data in the field. Only Official Applicants (with complete files that meet basic qualifications) will be in this report.

Approval Authority

Senate

Chair, Equity Advisor, Dean, Vice Chancellor for
Equity, Diversity and Inclusion

Non-Senate

Locally determined

Although the University may not consider an individual's race, ethnicity or gender as a component in selection for a faculty appointment, campuses, schools, and departments may identify the academic values that support an equitable and inclusive learning environment and consider whether candidates have a demonstrated commitment to fostering those academic values. For example, in hiring a faculty member, a department may consider whether a candidate's record of teaching, research or service will contribute to the diversity of the campus.

Shortlist Report

When the department has identified the applicants they'd like to interview.

Contents

All the Applicant Pool report data, plus data on the shortlist (applicants at the Recommend for Interview status).

Approval Authority

Senate

Chair, Equity Advisor, Dean, Vice Chancellor for
Equity, Diversity and Inclusion

Non-Senate

Locally determined

Checklist for a Successful Visit

- Identify primary staff support to coordinate travel arrangements and reimbursements.
- Determine if the candidates will have individuals accompanying them -- for instance, children or partners -- during the campus visit. If so, prepare an agenda for them and help to arrange childcare if necessary.
- Send the agenda to each candidate ahead of time.
- Send the potential candidates department and school brochures, campus map, University publications, resource guide and faculty handbook.
- Meet any special needs of the candidates (physical, dietary, etc.).
- Apprise the candidates of cultural events during campus visits.
- Keep in contact with candidates throughout the search process.