

ACADEMIC RECRUITMENT AFFIRMATIVE ACTION APPROVAL SHEET

Unit _____
 Division _____
 Search Number _____
 Effective Date _____

Search Committee Chair

Allocation _____

Closing Date _____

AVAILABILITY INFORMATION

Female	Male		White	Black	Asian	Hispanic	Amer Inc	Other
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Fields: _____ Degree _____ Actual # degrees: _____
 Source: _____

SEARCH PLAN APPROVAL: _____ Date: _____

Recruiting Unit: Approval indicates that search plan is adequate, and that Unit may begin screening applications

Number of applicants:

Number cards rec'd:

Pcent aa cards returned:

Applicants

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

Candidates

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

Interview / Alternate

Female	Male	Sex Unknown	White	Black	Asian	Hispanic	Amer Ind	Eth Unknown
/	/	/	/	/	/	/	/	/

CANDIDATE DATA APPROVAL: _____ (Date)

Recruiting Unit: Candidate screening meets campus guidelines, may begin scheduling interviews

Final Candidate: _____

Proposed Level of Appt: _____ Proposed Salary: _____

COMPLIANCE GUIDELINES MET:

Dean/Director: _____ (Date)

Executive Vice Chancellor or Designee _____ (Date)
 (Ladder Rank recruitments only)

RECRUITING UNIT IS AUTHORIZED TO INITIATE REVIEW FOR APPOINTMENT

Month X, 20XX

NAME HERE
Chair of the Search Committee

RE: Search #XXX-XX – POSITION TITLE

Dear NAME HERE:

In an effort to provide timely information concerning the availability of women and ethnic minority candidates in the field in which you are searching, I am forwarding a preliminary copy of the Academic Recruitment Approval Sheet. This sheet provides applicant availability data, based on numbers of degrees awarded in the closest fields.

Beginning in 2002, the Office of the President has provided campuses with standard availability data to use for academic recruitments. For untenured level and non-senate academic searches, we will use an average of the most recent 5 years of NORC data on PhDs awarded. For tenured level search, we will use an average of the most recent 15 years of NORC data on PhDs awarded. Searches at the Masters and Bachelors levels will use the most recent one-year data compiled by the Commission on Professionals in Science and Technology.

Although the field and time period since degree may not be a perfect fit, this is an effort to provide you with a general idea of the population your search may reach. Efforts should be made to publicize the search in venues that will best attract a diverse pool of applicants, including women and underrepresented minorities.

Your search plan is documented as Part A of the recruitment record. I have included some information about how to do your search plan. You can find more information in the recruitment procedures, which are on the APO web site at http://apo.ucsc.edu/academic_policies_and_procedures/cappm/100500.htm.

Please feel free to contact me at x3740 if you have any questions about the data or this process.

Sincerely,

Linda Tursi
Academic Personnel Office

Attachments

The Search Plan is a list of all recruitment sources informed about the position vacancy. Any journals or publications in which advertisements will appear must also be listed.

Recruitment sources include any individual, institution, department or division, minority or women's group, and placement or referral agency that will receive notice of the vacancy.

The Academic Personnel Office publishes current academic recruitments to our web site. We also normally list positions with the Higher Education Recruitment Consortium (NorCalHERC.org), in Higheredjobs.com, Caljobs.ca.gov, and on Monterey.Craigslist.com.

Scope of the Search

University policy specifies that ladder rank searches should be national in scope. Searches for full-time temporary positions may be limited to regional or statewide sources. Searches for part-time temporary positions may be limited to local or statewide sources.

Review of the Search Plan

The Search Committee Chair should review and sign the completed Part A of the Recruitment Record. Sources may be added during the recruitment up until the final closing date, and should be reported as additions to the Search Plan.

Filing the Search Plan

For ladder rank positions and ongoing lecturer pools, the Search Plan should be submitted to the Academic Personnel Office as early in the search as possible. When the Search Plan is filed later in the recruitment process, any revisions required by reviewing authorities may require an extension of the closing date and re-advertising. Screening of applicants cannot proceed until the Search Plan has been reviewed for compliance with Affirmative Action guidelines.

For full-time or part-time temporary positions, Part A should be submitted to the Academic Personnel Office with the rest of the recruitment record at the conclusion of the search.

The Campus Academic Personnel Manual Policy, CAPM 100.500, contains recruitment policy guidelines and information on the delegated review for each recruitment. Refer to these procedures or contact the Academic Personnel Office for additional information.

