

## **Checklist of Steps In the Recruitment & Appointment Process**

- ❑ Allocation for Academic Position Received
- ❑ Submission of Recruitment Plan (through Dean to AEVC)
- ❑ Receipt of Recruitment Plan approval (through Dean from AEVC)
- ❑ Department creates the applicant pool, including the placement of the advertisement for the position (recruitment period must be at least 8 weeks)
- ❑ Department sends EEO Survey Form and Clery Act notification to each applicant, identifying position on the form if conducting multiple searches
- ❑ Department solicits extramural letters for qualified candidates (UC Confidentiality Policy must be communicated in writing to letter writers)
- ❑ After the position closes, Department requests that the Office of Affirmative Action prepare: 1) a list of all returned EEO Survey Forms and 2) an Affirmative Action Summary of Recruitment Statistics
- ❑ Department completes an Affirmative Action Compliance Report, identifying a short list of candidates to be invited for campus interview. This list must be approved by the Affirmative Action Director prior to the department's extending invitations to candidates.
- ❑ Department completes the Faculty Recruitment Program Assessment Form and forwards it to the Office of Affirmative Action.
- ❑ Department requests an appointment with the Office of Affirmative Action for review of the applicant files. This review must occur prior to inviting candidates to campus for interviews.
- ❑ Department obtains approval from the dean's office, if required by dean, of those candidates invited for a campus visit/interview
- ❑ Candidates visit the campus; interview with search committee, departmental faculty and dean; present seminar or colloquium; and obtain information about the campus and the Riverside region
- ❑ Department makes a final selection, honoring faculty voting rights on faculty appointments as defined in Bylaw 55
- ❑ Department Chair writes to the candidate, outlining the specifics of the departmental recommendation for appointment. All communication with a potential candidate must contain the language as stated in the *Handbook for Hiring*, Section II.J. entitled "Interacting with the Selected Candidate".
- ❑ Department notifies unsuccessful applicants they are no longer under consideration
- ❑ Department Chair forwards Affirmative Action Compliance Report, signed by Affirmative Action Director, and Affirmative Action Summary of Recruitment Statistics to the Academic Personnel Office (APO), through the appropriate dean.
- ❑ Department Chair prepares appointment file for administrative review
- ❑ Department Chair forwards original and three copies of the file to dean's office
- ❑ Dean's office reviews the file and forwards original and two copies of the file to the Academic Personnel Office, retaining one copy for the dean's office files
- ❑ Dean forwards his/her recommendation letter to the APO (for Assistant Professor appointments, the dean may simply sign a copy of the Cover Sheet, signifying concurrence with the departmental recommendation)
- ❑ Administrative review of the file (including the Committee on Academic Personnel's review) should be completed within two weeks in appointment reviews not requiring *ad hoc* committee review [from the time the file leaves the department to the date of the Chancellor's appointment letter]
- ❑ Appointment letters are prepared by the APO and mailed directly to the candidate with a copy provided to the appropriate dean's office(s) and department(s).
- ❑ Candidate's signed acceptance of the appointment letter is returned to the APO
- ❑ Academic Personnel provides the department and dean's office with a copy of this signed acceptance letter, which permits the department to process the appointment in the Payroll Personnel System [PPS]