Process	Senate	Library Searches	Non-Senate
Allocation of Academic Positions (off-line process)	*Planning & Adhering to Recruitment Guidelines and Deadlines *		
	April 1 is the deadline for hiring faculty from another campus of the University of California (APM 510-80-c). **April 30** is the deadline for offers of employment effective the following academic year to a tenure-track or tenured faculty member at any institution which is a member of the Association of American Universities (APM 500-16-c). **April 30** is the deadline for offers of employment effective the following academic year to a tenure-track or tenured faculty member from another California State institution (APM 501).	The University Librarian (UL) works with the supervisor or Department Chair through the appropriate Asst/Assoc University Librarian to establish the hiring plan which meets the needs of the department/organization.	Academic deadlines are established based on the college/school/organizational unit policies.
	Allocation of Academic Positions		
	Deans receive requests for faculty positions from the departments. Practice varies from one unit to another.	The UL receives request for library academic positions from Department Heads via the appropriate Assistant/Associate University Librarian.	Allocation of funding for non-senate appointment is determined by each Dean, according to established College/School procedures.
	Deans approve positions based upon the department's academic plans. Deans request the authority to search for faculty positions from the EVCP. At this time, lines vacated by separated or retired faculty and/or new full-time equivalent (FTE) lines are negotiated with the EVCP.	The UL approves request based upon need/funding/open provisions if this is a replacement position. For new positions, the University Librarian makes the request through the annual budget process.	
	Deans alert departments which faculty positions will be recruited for in the present year. Deans inform departments that they may begin the recruitment process for the specified position.		
Recruitment Plan Preparation and Approval (AP Recruit)	*Recruitment Plan*		
	Department submits Recruitment Plan (through the Dean to OFSAA and to the VPAP for approval. For more information, refer to Affirmative Action Recruitment Guidelines for Academic Position.		For each academic vacancy to be filled under Guideline Two, prepare and submit a Recruitment Plan through the Dean to OFSAA and to the VPAP for approval. For more information, refer to Guideline Two procedures from Affirmative Action Recruitment Guidelines for Academic Position as well as the Search and Search Waiver Requirements.
	Department receives Recruitment Plan approval (through the Dean [Recruit Analyst] from OFSAA and from VPAP). For more information, refer to Affirmative Action Recruitment Guidelines for Academic Position.		

Process	Senate	Library Searches	Non-Senate
Creation of Basic Recruitment (AP Recruit)	*Creation of Basic Recruitment and Online Posting of Recruitment*		
	Department establishes recruitment in AP Recruit, places ads and sends announcements/letters.		
	Department begins recruitment advertisement and outreach.		
Application and Review Process (AP Recruit)	*Applicant*		
	Applicants begin submitting materials online via AP Recruit.		
	All applicants are provided with an Equal Employment Opportunity (EEO) Survey Form via AP Recruit.		
	Departments provide copies of the campus annual Security Report to applicants upon request, in accordance with the Clery Act.		
	Search Committee		
	Generally, the search committee is responsible for conducting the preliminary work of creating the pool and narrowing the candidates to a short list.		
	Committee reviews the complete files (according to the advertisement) and ranks the applications by uniformly applying job-related criteria.		
	The pool of qualified applicants is narrowed to a list of perhaps 4-20, depending upon the number of candidates in the pool.		
	Department solicits extramural letters through AP Recruit, if applicable, according to requirements in the ad/announcement. requirements must be confirmed with the Dean's office or designee. UC confidentiality policy statement is sent to the extramural letter writers.	Extramural evaluation must be confirmed with the UL.	Extramural evaluation can vary by series and requirements must be confirmed with the Dean's office or designee.
	Department (Department Chair, Recruit Analyst, AACO) assigns disposition reasons to all qualified applicants (marked as "Meets Basic Qualifications" in AP Recruit) in AP Recruit not on Shortlist.	N/A	

Process	Senate	Library Searches	Non-Senate
Short List Approval Process (AP Recruit)	*The Short List*		
	The short list (typically 3-5 identified for interview) must be approved by the Department Chair, the Dean, and OFSAA before candidates are invited to campus for an interview.	The short list must be approved by OFSAA before the search committee can draft an interview schedule for the UL's review/approval.	For more information, refer to Guideline Two procedures from Affirmative Action Recruitment Guidelines for Academic Position as well as the Search and Search Waiver Requirements.
	Department (Department Chair and AACO) reviews Qualified Applicant Grid via AP Recruit: Applicant, Status, References, Disposition Comments, and Survey Taken.		
	At this stage the candidates' areas of expertise are evaluated against the department's needs, extramural letters are carefully examined, and so on. It is important to use the most objective criteria possible and to retain notes on the decision process. These records must be kept for at least three years. departmental voting and Dean's approval practice varies from one unit to another. Although practices may vary, the faculty voting rights on faculty appointments as defined in Bylaw 55 must be maintained.	Candidates visit the campus; interview with search committee as well as with relevant departments, librarians, and the Librarians Association of UC – Riverside Division (LAUC-R); present a seminar or instruction session and obtain information about the campus and the Riverside region.	
	Candidates visit the campus; interview with the search committee, faculty and Dean; present a seminar or colloquium and obtain information about the campus and the Riverside region.		

Process	Senate	Library Searches	Non-Senate
Finalizing Appointment (off-line process)	*Final Selection*		
	The final selection process begins only after the last candidate's visit is completed.		Communication with candidates for non-senate academic positions can vary and requirements must be confirmed with the Dean's office or designee.
	There must be a yes/no majority vote by the department faculty on the candidate selected to be offered the job. Although practices may vary, the faculty voting rights on faculty appointments as defined in Bylaw 55 must be maintained.	The search committee uses a standard evaluation sheet developed prior to the interviews to receive input from those who have met with the candidates during the visit. The search committee will check references and prepare an unranked list of the finalists with pros and cons. A packet is prepared for the UL with the unranked or unranked list of finalists, as requested by the UL in the beginning of the search, data and tabulations from the evaluation sheets, and the corresponding applicant files. The UL reviews the packet and makes a decision to make an offer.	
	The Dean (or designee) is contacted by the Chair (or designee) who seeks approval to contact the top candidate for the position.	The candidate should be notified by the UL s/he has been selected as the candidate of choice and is being recommended for appointment. Nothing binding may be communicated to the candidate either verbally or in writing prior to the VPAP's final approval. The UL should write to the candidate outlining the specifics of the department's recommendation. Any unusual salary or incentive issues should be discussed by the UL with the Executive Vice Chancellor and Provost before being offered to the candidate.	
	Any negotiations with the candidate can begin only after a positive vote from the faculty (or designee) and approval of the Dean (or designee).		
	The Department Chair (or designee) communicates with the candidate outlining the specifics of the department's recommendation, including details about the initial complement package as negotiated with the Dean (or designee).		
	Communication with non-selected candidates may vary and requirements must be confirmed with the Dean's office or designee.		
	The Appointment File		
	Chairs and departments (or equivalent) are charged to assemble a detailed file and conduct a thorough review of all materials, including the candidate's research publications and letters received from extramural referees.	The UL is responsible for preparing the appointment file in accordance with AP Documentation Checklist.	Appointment files for non-senate appointees must follow the established procedures for each College/School.
	Departments/Units must refer to the Academic Hiring Toolkit for the complete Appointment File Process.		
	The Appointment		
	Acting under authority delegated by the Regents and the President of the University of California, the Chancellor has the authority to approve all tenured and non-tenured faculty appointments. Refer to the Delegation of Authority Chart for actions that have been re-delegated to the Dean.	The VPAP has the authority to approve appointments. Refer to the Delegation of Authority Chart for actions that have been re-delegated to the UL.	The Dean has the authority to approve all non-senate appointments. Refer to the Delegation of Authority Chart for actions that have been re-delegated to the Dean.

Process	Senate	Library Searches	Non-Senate
Reporting (AP Recruit)	Reports are built-in to the system, providing for an easy way to create the reports that the University of California's Office of the President (UCOP) uses to ensure all campuses meet their requirements as equal opportunity employers. The availability of reports is assigned by role.		
Closing the Recruitment (AP Recruit)	(1) Department [Recruit Analyst] must change the status of the candidate that was offered the position in AP Recruit. (2) Department [Recruit Analyst] must upload the search documents under documentation, including the Appointment Letter, in AP Recruit. (3) Department [Recruit Analyst] must inactivate the recruitment in AP Recruit.		

*If the deadlines will not be met, the department chair must inform the VPAP through the appropriate channels so that an extension can be requested from the appropriate institution. When making an offer to a non-resident alien (i.e. not currently a US Citizen or a Permanent Resident), the department is strongly encouraged to consult with the International Scholar Center (ISC) at the time the offer is being considered to be assured that labor certificate processing deadlines are met.

References:
Academic Hiring Toolkit
Affirmative Action Recruitment Guidelines

List of Acronyms:
AACO = Affirmative Action Compliance Officer
APO = Academic Personnel Office
EVCP = Executive Vice Chancellor and Provost
OFSAA = Office of Faculty and Staff Affirmative Action
UL = University Librarian
VPAP = Vice Provost for Academic Personnel