FACULTY RECRUITMENT - UC RECRUIT WORK FLOW
NON-SENATE SERIES
HS CLINICAL & ADJUNCT
School of Medicine

DEPARTMENT CHAIR

Negotiate **Faculty position, funds and other resources** with the Dean (finalize MOU and obtain approved budget # ID). (POOL AD's HS Clin Series requires approved budget prior to generating a shortlist for approval)

Nominate a **diverse search committee,** including gender diversity (minimum of 3 members).

SEARCH COMMITTEE

In consultation with the Department Chair and Faculty, **compose the advertisement and search plan**. Planned search and recruitment and ad sources should include sites that target a diverse population this will ensure your recruitment efforts reach a diverse pool of applicants.

DEPARTMENT ANALYST

Enter Search Plan and advertisement in UC Recruit.
Route **Search Plan Report** for approval.
Once Search Plan is approved, **post advertisements** on **ALL** listed adverting efforts. **(required)**
Upload advertisement evidence in UC Recruit. **(required)**

DEPARTMENT CHAIR, SEARCH COMMITTEE AND DEPARTMENT ANALYST

Once a search plan has been approved all listed procedures must be followed; any deviation from the approved plan will cause delays in your recruiting and hiring efforts.

DEPARTMENT ANALYST

Prior to the onset of the selection process, it is important that the pool of candidates represent a **diverse pool**. Therefore, to avoid any delays further into the recruiting process, the department should run an **Applicant Pool Report** route for approval with Committee Chair and review with the search committee to ascertain whether the selection process can proceed or whether the search needs to be extended and additional outreach efforts need to be implemented.

SEARCH COMMITTEE

Review completed applicants, determine those applicants who **meet/do not meet basic qualifications,** and indicate in UC Recruit. In addition, you will need to choose a **disposition reason** for each applicant that does not meet basic qualifications.

Once you have determined the applicant(s) that you would like to interview **update each applicant(s) status** as "Recommended for Interview". Those applicant(s) that met the basic qualifications, but did not make the shortlist will require a **disposition reason** within UC Recruit. (For POOL AD's you must secure the approved budget ID prior to generating the shortlist for approval)

Work with your department analyst to create a **Shortlist Report** to route for approval.
DO NOT INTERVIEW CANDIDATES UNTIL YOU HAVE AN APPROVED SHORTLIST

DEPARTMENT ANALYST

Once shortlist has been approved **Interviews can be scheduled.**
Upload interview itinerary in UC Recruit under documentation tab, interview material **(required)**.
Collect all **interview notes/material** from the Search Committee and upload within UC Recruit **(required)**.

SEARCH COMMITTEE

After interviews are complete and an identified **final candidate** has been determined (consultation with department Chair and faculty) **update status** in UC Recruit as "Proposed Candidate".
Any interviewed candidate not chosen will require a **disposition reason** within UC Recruit.
Process of Tentative Offer Letter (TOL) can commence.

DEPARTMENT ANALYST

Create **Search Report** and route for approval.
This approved report will need to be submitted with the appointment file.