

## Search and Recruit Clarification

The Academic Recruit Portal requires multiple approvals including the equity advisor for DGSOM (Dr. Lynn Gordon) and the UCLA EDI office (Equity, Diversity, and Inclusion). The following items have come up in multiple searches, and we want to help you obtain approvals without having to go through numerous revisions.

- **DATES**

- **Open Date** - You need to ensure that the open date for any search starts after all approvals are granted. Typically allow 3-4 weeks after the full submission for the approvals.
- **Close Date** - Please be sure that you have allowed enough time for advertisements and applications according to the requirements. All recruitments must be open for at least 30 days.

- **RECRUITMENT DESCRIPTION**

- APM 210-1-d prescribes the criteria for hiring faculty that are binding on all of us. They include “(1) teaching, (2) research and other creative work, (3) professional activity, and (4) University and public service.” In considering each criterion, the APM makes clear that equity, diversity, and inclusion matter.

The EDI office requires that the job posting included language that expresses an interest in candidates who will advance the department's commitment to diversity. The wording of this section in the APM is as follows: “Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California’s diverse population, or research in a scholar’s area of expertise that highlights inequalities. Mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations, should be given due recognition in the teaching or service categories of the academic personnel process.” Your department needs to decide what they want to highlight as desired evidence for that commitment. One example could be: The department has a commitment to equity, diversity, and inclusion. An individual track record of a commitment to and history of mentoring and advising individuals from groups historically underrepresented in medicine is desired.

The following required Equal Opportunity and Affirmative Action Statement is also required by CFR 60.14: “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

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affirmative action policy, see: UC Nondiscrimination & Affirmative Action Policy.”

- **PLANNED SEARCH & RECRUITMENT EFFORTS**

- **Narrative** - For an example: We are taking a wide range of actions to actively search for applicants. 1) Ads are being placed in a variety of publications/sites to enhance applicants from diverse backgrounds. 2) There is the added responsibility to actively search for candidates from groups that are less represented in academics. One potential way of addressing this is as follows: Each committee member will be expected to personally reach out to individuals for suggested applicants, including individuals from historically underrepresented groups. 3) Search committee members and other faculty are encouraged to identify promising potential applicants while attending national meetings or visiting other universities. Those faculty members could then send in potential names to the search committee.
- **Ad Sources** - One way to broaden the outreach of your search is by posting the job in locations that are frequented by potential women and minority candidates. Please list the add placement locations in this section of the plan. An ad in a single journal is not likely to be approved.
  - Examples of possible sites might include the National Medical Association, National Hispanic Medical Association, Association for Women in Science (AWIS), SACNAS (Advancing Chicanos/Hispanics and Native Americans in Science), or other organizations that are specialty specific.
  - These should be on individual lines in the table.

- **BASIC QUALIFICATIONS**

- Listed qualifications in this section must match what is listed in the Recruitment Description (Job Ad).

- **SELECTION CRITERIA**

- The search committee should develop criteria for evaluating and selecting candidates. These criteria should be job related and taken from the position description. Choose selection criteria that can be consistently applied to all candidates, and consider quantifying the evaluations with a ranking system.
- This section should also include a brief statement (one sentence or a bullet) addressing the department’s commitment to diversity. Adhering to Academic Personnel Policy governing faculty appointment and promotion (APM 210) is one method by which the University of California can recruit and retain a diverse faculty. Policy requires that faculty contributions to diversity receive recognition and reward in the academic review process. APM 210-1-d provides clear guidance for both review and appointment of a faculty that is dedicated to the

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diverse goals of UC. Use language that is concordant with the recruitment description.

- **SELECTION PLAN** - The search committee should develop criteria for evaluating and selecting candidates. These criteria should be job related and taken from the position description. The selection plan should include the screening process, interview procedures, voting procedures (if relevant). It is understood that you will be using the methods that are laid out in the Faculty search toolkit, but as a permanent record of the search it must be clearly delineated in this section. This is a permanent record of the search.
  - It would be most helpful if there are short, individual bullets for the following:
    - Screening process. State who will do the screening and that they will use the criteria for selection
    - Interview. State how many (range) of individuals who will come for an in person visit and what, in general terms, will occur during that visit (for example a seminar or talk, interviews with the committee members and list other individuals, how the candidate will be rated.
    - Voting Procedure. State how the review and voting will be done. For example: “Following the candidate visits, the committee will reconvene to review the interview evaluations. The committee will be encouraged to assign two committee members to represent each candidate, one to present the positive argument, and one the negative argument. The top three candidates will be presented to the department chair with a summary statement on each candidate.”
- Every member of the search committee must complete a search briefing within the last four years in order to sit on a search committee. Please list the names of the search committee members and the date that they received training in this section.
  - The department is responsible for ensuring that the committee members comply with training before the search committee is scheduled to review the applications. If they have not already received training, please have them RSVP to a future training session (either through UCLA or DGSOM) and list the date in which they plan to attend training. You can find the certification list on the [Equity Website](#).
- **CORE COMMITTEE** - Enter the names of the search committee members that you listed in the Selection plan section here. Be sure that the lists on the selection plan and the core committee are identical.