

OFFICE OF FACULTY AND STAFF AFFIRMATIVE ACTION **FACULTY RECRUITMENT PLAN CHECKLIST**

*Refer to the Academic Personnel Hiring Toolkit for information on the faculty recruitment policies, procedures, and deadlines, located at <http://academicpersonnel.ucr.edu/FacultyToolkit/>.

- OFSAA Requirements for Recruitment Plan BEFORE Submitting to OFSAA
 - ✓ Create a Recruitment Plan (Plan), refer to Academic Personnel's Hiring Toolkit for information in Before the Search for development of the Plan, (<http://academicpersonnel.ucr.edu/FacultyToolkit/FacultyRecruitment.html#Before>)
 - ✓ Signature approval from the Department Chair
 - ✓ Signature approval from the Dean

- Development and Approvals
 - ✓ E-mail Plan to Office of Faculty and Staff Affirmative Action (OFSAA) at affirmativeaction@ucr.edu; or fax to (951) 827-5308 for approval prior to advertising
 - ✓ Contact OFSAA to confirm receipt (951) 827-5604
 - ✓ OFSAA will contact you for any changes that need to be added to the Plan prior to approval
 - ✓ Once OFSAA has approved the Plan, OFSAA will forward the Plan to Academic Personnel for further approval
 - ✓ Academic Personnel will contact the Dean's Office with the approved Plan or necessary changes

- Equal Employment Opportunity Survey (EEO Survey)
 - ✓ OFSAA forwarded EEO Survey specific to Plan to Dean's Office
 - ✓ Dean forwarded EEO Survey to the Dept.
 - ✓ Dept. distributes to ALL candidates applying for the position
 - ✓ Refer to the Academic Personnel Hiring Toolkit for information on the Faculty Search Process, (<http://academicpersonnel.ucr.edu/FacultyToolkit/FacultyRecruitment.html#Search>)

- OFSAA Compliance Report
 - ✓ OFSAA sends Compliance Report with the EEO Survey to the Dean's Office
 - ✓ Dean forwards to Dept.
 - ✓ Dept. fills out Compliance Report as they receive applications for the position

- Confirmation of Closing Date
 - ✓ Contact OFSAA **one month** prior to Plan close date, to confirm that you are approaching your close date and file review (if your recruitment is "Open Until Filled" status, contact OFSAA when a shortlist is in development by the Search Committee)
 - ✓ Send e-mail reminder to the candidates encouraging EEO Survey response (if OFSAA notifies you that this is necessary)

- OFSAA Compliance Report Approval:
 - ✓ ALL candidates and required information entered into the OFSAA Compliance Report form
 - ✓ Department Chair presents to Dean for approval of shortlist and/or Search Committee approved shortlist
 - ✓ Search Committee Affirmative Action Officer has **approved and signed**

- File Review with OFSAA Scheduled
 - ✓ E-mail OFSAA Compliance Report form to affirmativeaction@ucr.edu or fax to (951) 826-5308 for approval
 - ✓ Receive file review date/time from OFSAA

- Faculty Recruitment Plan Assessment Form
 - ✓ Receive a Faculty Recruitment Plan Assessment form from OFSAA or locate the form online (<http://academicpersonnel.ucr.edu/FacultyToolkit/FacultyRecruitmentProgramAssessmentForm.pdf>)
 - ✓ Completed and signed by Search Committee Chairperson, submitted to the OFSAA Director upon arrival or prior to the file review date

- Affirmative Action Summary of Recruitment Statistics
 - ✓ Contact OFSAA for a Plan Statistical Analysis by ethnicity and gender
 - ✓ Keep report with the Plan files

File Review Preparation

- ✓ All candidate files must be alphabetized by last name
- ✓ Shortlist candidates' files separated from the rest
- ✓ Confidential area reserved for OFSAA Director to conduct the review process

File Review Approval

- ✓ If approved, the Department may move forward to interview candidates
- ✓ If changes are required, changes must be made prior to moving on to the interview process (the Director will explain the need for the changes at the time of the review)
- ✓ Once the required changes have been made, the Dept. may move forward to interview candidates listed on the approved shortlist
- ✓ If the Dept. would like to add additional candidates to the shortlist, the Dept. must contact OFSAA for approval of the new shortlist

Interviews and Hire

- ✓ Schedule and conduct the interviews
- ✓ Once the Search Committee selects a candidate, refer to the Academic Personnel Hiring Toolkit for information on the Faculty Appointment Process, (<http://academicpersonnel.ucr.edu/FacultyToolkit/FacultyRecruitment.html#Appointment>)
- ✓ Provide OFSAA with a copy of the Appointment Letter once the candidate is selected