Campus Action Planning for Inclusive Excellence

1. Establish Search Scope
2. Form the Search Committee
3. Prepare Search Plan
4. Establish Search Scope
5. Review Applicant Characteristics/Applications
6. Arrive at Short List
7. Interview Applicants
8. Make a Decision
**1. Access Recruit**

Using any modern web browser, navigate to [https://recruit.ap.uci.edu/](https://recruit.ap.uci.edu/) Select “UC Irvine Faculty & Administrators.”

Login with your UCInetID and password. If you need help with your UCInetID, contact the OIT Help desk at [oit@uci.edu](mailto:oit@uci.edu) or 949_824_2222.

**2. Approve Search Plans**

Once logged into Recruit, move to the HOME page.

Click the link that corresponds to the search plan approval.

Plan for Postdoctoral Scholars - Cardiovascular (PPF00612)
Submitted for approval 2/14/2014 by Kim Gerrard
You can approve as the Central AP Office

Your approval screen opens:

- **View Plan**
- **0/1 Approved**

**Review plan**
Click View plan.
After viewing, click the details link to come back to this approval page.

**Approve Plan**
Click the green Approve Plan button. There is no "Undo!" Optionally leave a comment.

**To reject the plan**
Leave a comment for the department analyst. That person will monitor the approval process.

**3. Approve Diversity Reports**

If you are named as an approver for a Diversity Report, click the link on your HOME page:

Applicant Pool for Colossus Researcher (PPF00573)
Submitted for approval 2/18/2014 by Kim Gerrard
You can approve as the Chair

Your approval screen opens. Review, approve, leave a comment.

**4. Approve Final Search Reports**

If you are named as an approver for a final Search Report, this will be indicated on your HOME page:

Search Report for Professor of Transfiguration (PPF00600)
Submitted for approval 2/14/2014 by Kim Gerrard
You can approve as the Equity Advisor

Your approval screen opens. Review, approve, leave a comment.
1. Look for an email from Recruit, **Subject: UC Irvine Recruit: Approval Request**
   - Follow the link provided in the message where you will be prompted to log into Recruit.
   - Once logged in, the approval request screen appears, where you will review, approve, or comment.

2. Or bypass the email and log into Recruit directly.
   - Navigate to [https://recruit.ap.uci.edu/](https://recruit.ap.uci.edu/)
   - Click “UC Irvine Faculty & Administrators.”
   - Login with your UCI netID and password.
   - If you are next in line to approve, Recruit’s News & Updates page displays the approval link(s).

   ![1 approval request is available for your review](https://docs.google.com/document/d/1Nj7UsAirUxB3kVYa9riCzUt8-3CT6o1ouQNgefnqA/edit)

   - The link opens a personalized “To Do” approval dashboard. The list may be filtered, and columns may be added.

Source: Quick Start for Recruit Approvers: [https://docs.google.com/document/d/1Nj7UsAirUxB3kVYa9riCzUt8-3CT6o1ouQNgefnqA/edit](https://docs.google.com/document/d/1Nj7UsAirUxB3kVYa9riCzUt8-3CT6o1ouQNgefnqA/edit)
The Approval request screen - Review, approve, or comment.

Approval Request

Approval requested for a Applicant Pool for Newbie Kablooe IRD (JPF00678)

Download report  Approve report as committee chair

Approvers - 0/2 required have approved  Notify approvers

<table>
<thead>
<tr>
<th>Step</th>
<th>Person</th>
</tr>
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</table>
| Committee Chair | Required  Fidel Hodkiewicz  
<merwin.gorzany@pfefferbradtke.info>  Newbie Kablooe IRD |
| Equity Advisor | Required  Edward Equity Advisor  
<ap-no-reply@recruit.ap.uci.edu>  recruit |

Download button: This opens a PDF of the report for your review. After reviewing the document, return to the approvals screen in Recruit.

Approve button: When you click to approve, you’ll have a chance to confirm. Your decision cannot be undone. The department analyst will be notified of your decision by email.
When examining search plans, Equity Advisors need to pay close attention to availability data and if search and recruitment plans promise to yield representative candidates.
JPF01105 Super Best Job 2017
Another Math Department / A School of Alcohol BC Dec • Contact: Kim Gerrard

Position
Job number: JPF01105
Name: Super Best Job 2017
Salary: 477372

Demographics

<table>
<thead>
<tr>
<th>Availability cohort</th>
<th>2010-2014 Campus data; 2015 Health Sciences data; 2011 Law data; 1983-2002 ALA data</th>
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<tbody>
<tr>
<td>Availability dataset</td>
<td>2010-2014 Campus data; 2015 Health Sciences data; 2011 Law data; 1983-2002 ALA data</td>
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Titles
001900: ACT ASSOC PROF-SFT-VM

<table>
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<tr>
<th>% of responses Pool composition</th>
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<tbody>
<tr>
<td>All applicants</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>African American</td>
</tr>
<tr>
<td>Hispanic</td>
</tr>
<tr>
<td>Asian</td>
</tr>
<tr>
<td>Native American</td>
</tr>
<tr>
<td>Minority Total*</td>
</tr>
<tr>
<td>White</td>
</tr>
<tr>
<td>% of total pool Pool composition</td>
</tr>
<tr>
<td>All applicants</td>
</tr>
<tr>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
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<tr>
<td>Minority Total*</td>
</tr>
<tr>
<td>White</td>
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</table>

Question response rate

<table>
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<tr>
<th>% Gender responded</th>
<th>% Gender decline to state</th>
<th>% Gender no response</th>
</tr>
</thead>
<tbody>
<tr>
<td>All applicants</td>
<td></td>
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</table>
UC Recruit – Equity Advisors may generate reports at any time to aid understanding about best practices being followed.

Applicant Pool Reports
aggregated diversity data from applicants who: (1) completed applications, (2) took survey, and (3) marked as “Meets Basic Qualifications.” Responses are compared against national averages.

Creating the Reports

1. From the main Recruitment page, locate the recruitment and click the link, Reports.

2. Or click the Reports tab from the Search Info screen or from the top of the list of applicants.

3. On the Reports screen, click the type of report you wish to create.

Shortlist Reports
Shows same results as Applicant Pool Reports plus aggregated diversity results for shortlisted candidates.
Includes several components:

**About this recruitment** – with general information (e.g., recruitment name, academic year that recruitment was created, etc.)

**Search Outcome** – Candidate could be hire, no candidate hired, no candidate proposed, or cancelled

**Proposed candidates** – candidate CV will be appended; should include statements as well (e.g., teaching, research, and diversity)

**Evidence of advertisements** – including verification of ad publication and/or documentation of payments and ad sources

**Letters and Memos**: if updated

**Interview Materials**: if updated

**Recruitment efforts**: automatically populates with planned and actual recruitment effort information

**Disposition**: includes applicants’ names and their disposition reasons
The survey can only be accessed and completed by the Search Committee Chair in AP Recruit, and is available by clicking on the chair survey banner at the top of any webpage within your recruitment.

Committee Chair Survey

Your Faculty Search and “Best Practices” to Diversify Faculty Applicant Pools and Hires

As a Federal contractor, UC is required to take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, creed, religion, national origin, citizenship, sex, age, marital status, sexual orientation, gender identity or expression, disability or status as a disabled veteran or Vietnam-era veteran, or other protected veterans. In meeting this obligation, the University analyzes candidate pools and compares our candidates and appointees with our underlying labor pool availability.

The current academic literature recommends many “best practices,” identifying them as effective in diversifying faculty applicant pools and hires. Our review of this literature, however, suggests that few of these practices have been carefully studied. In addition, their applicability at your campus is unclear.

We are carrying out a more rigorous investigation of the value of widely recommended practices, and seek your help in conducting this study. We will use responses to this survey to examine whether any practices recently employed within the UC system are correlated with diverse faculty pools and hires. We also aim to identify untested “best practices” that might be useful in future job searches. Our analytical focus is not on your individual job search; rather, we are seeking to examine the efficacy of hiring methods employed across a large number of UC faculty job searches.

Thank you in advance for taking the time to respond candidly to this survey module. Once we have enough data to produce meaningful results, we will share them with you.

Section 1. Specification of the Faculty Position and Desired Qualifications

Academic literature and various national and local datasets demonstrate that gender, race, and ethnicity vary substantially among degree recipients and faculty applicants by disciplines and sub-disciplines (also by cohort). Furthermore, the diversity of faculty hires is associated with the diversity of faculty applicant pools. Hence, hiring committees can unintentionally reduce the diversity of applicant pools, interviewees, and hires by specifying qualifications in narrow ways; or they can increase diversity through broader specification, or carefully calibrated specification in sub-topical or multi-topical areas. The below set of “best practices,” referenced in the academic literature or suggested by other research universities, encourages crafting faculty positions, qualifications, and the approach to evaluating potential candidates in ways that are believed to maximize the diversity of candidate pools and eventual faculty hires.

In the current job search under discussion, which of the following "best practices" did you or members of your committee or department use in an effort to diversify the faculty applicant pool/hire(s)?

Whether you employed the practice or not, we would be very interested in any comments you might have about the proposed practice in regard to actual/possible utility, and whether you think it might be a feasible approach to diversify faculty applicant pools and hires in your department(s).

<table>
<thead>
<tr>
<th>Job description/specification</th>
<th>Used</th>
<th>Partially used</th>
<th>Did not use</th>
<th>Not applicable</th>
<th>Not sure/Other</th>
<th>Comments</th>
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<tr>
<td>Specified the position in a disciplinary area with relatively high diversity of degree recipients/faculty (based on examination of demographic data or personal observation).</td>
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Presenting to Your Faculty Search Committees
What are your questions or concerns?