

## HFA Faculty Recruitment Procedures and Guidelines Reminders

This list summarizes the key points contained in the 2017 Faculty Recruitment Procedures and Guidelines memo. *Chairs should circulate the complete memo to all members of the search committee and designated staff, and ask them to familiarize themselves with these procedures.*

- 1) Authorizations to conduct searches are made by the Dean after approval by the Executive Vice Chancellor.
- 2) Advertisements for the recruitment must be approved by the Office of Equal Opportunity (OEO), the Dean and Academic Personnel via the [UC Recruit](#) system. Consult with the Dean while the ad is in draft and before it is uploaded into UC Recruit. Be sure to collect the advertising documentation which will be required in the event that a non-US citizen is appointed and the department must process the paperwork for the appointee's work visa(s).
- 3) UCSB is now using JobElephant Ad Placement Service and departments are encouraged to use it. (*Note: JobElephant collects the advertising documentation required in the event of a non-US citizen hire automatically for departments as part of its service.*)
- 4) Set application deadlines as early as possible in the academic year, keeping in mind the schedule of professional meetings in the field.
- 5) UCSB now uses UC Recruit for all permanent ladder rank faculty positions, temporary teaching positions, and research positions. The Academic Job Board is located at <https://recruit.ap.ucsb.edu/>. Make sure that search committee members and staff are familiar with this system. Please consult with Claudia Kashin, Senior Academic Personnel Analyst, if you have questions about logistical or procedural issues.
- 6) Consult with the Dean in advance about the composition of the search committee and the search procedures in the department.
- 7) Interview lists (for preliminary interviews conducted via Skype or at professional meetings) must be approved *in advance* by the Dean, who must first review the application files. The applications are reviewed to ensure quality and diversity, and the Dean may ask questions or make suggestions about the list of finalists. Therefore, please submit a brief memo explaining the departmental recommendation at least a week before you plan to contact candidates about interviews. Contact Yaremi Horrigan to coordinate the review of applications by the Dean or Associate Deans.
- 8) When the department is ready to recommend the final candidates for campus visits, please submit a brief memo summarizing the qualifications of each of the finalists, along with their CVs. *Please note that the College will cover the travel expenses for three candidates only.*
- 9) The Dean's office must approve campus interview visits *in advance*. The finalist list also will be reviewed by OEO. Senior faculty candidates meet with the Executive Vice Chancellor as well.
- 10) Confer with the Dean *before* contacting any candidate about a departmental vote or preliminary job offer. Do not promise candidates that you will contact them immediately after the departmental vote since you may not have a chance to consult with the Dean right away. Prepare the appointment recommendation letter and case as soon as possible thereafter.
- 11) Chairs should consult with the Dean about salary and start-up funding while the appointment case and offer are being prepared.

- 12) When the department is ready to submit its request for the travel reimbursement of the three candidates, please see the following website for direction: <http://www.ltsc.ucsb.edu/faculty-staff/funding/recruitment>

**Hiring non-US citizens:**

In the event that the final candidate might be a non-U.S. citizen without Permanent Residency (a Green Card), departments are encouraged to submit an application for the Prevailing Wage Determination during Fall quarter (and by early January at the latest) in the event that the final candidate is a non-US citizen. Information about labor certification can be found on the UCSB Office of International Students and Scholars website at <http://oiss.sa.ucsb.edu/departments/recruiting-hiring-internationals/including-internationals-in-recruitment>. It is recommended that you speak directly with Tanya Plant, Immigration Counselor.

*Updated 8/29/17*