

RECRUITMENT PLAN WORKSHEET

Requestor's Name: _____

Department: _____

Title: (Series, Rank): _____

Specialty areas: (i.e., Family Medicine, Psychiatry) _____

SEARCH COMMITTEE [Assign committee roles per recruitment] At least 4 no more than 7. Chair of the Department cannot serve as Committee Chair or Editor, but can serve as an additional reviewer.

Senate Recruitments	Non-Senate Recruitments
<p><i>Search Committee Chair must be of Full Rank for Ladder Rank positions</i></p> <p><i>All search committee members are required to complete <u>2</u> educational trainings (online & in-person). These trainings must be completed before a search can move forward.</i></p> <ol style="list-style-type: none"> 1. <i>The online tutorial is through the Learning Management System (LMS) - (access through R'Space):</i> <ul style="list-style-type: none"> ○ Equal Employment, Affirmative Action and the Academic Hiring Process 2. <i>Registration for in-person training is through the Learning Management System (LMS) - (access through R'Space):</i> <ul style="list-style-type: none"> ○ Promoting Faculty Diversity – completion of “Equal Employment, Affirmative Action and the Academic Hiring Process” is a pre-requisite for attendance. 	<p><i>Search Committee Chair should be Associate or Full Rank</i></p> <p><i>All search committee members are required to complete an online educational training and must be completed before a search can move forward.</i></p> <ol style="list-style-type: none"> 1. <i>The online tutorial is through the Learning Management System (LMS) - (access through R'Space):</i> <ul style="list-style-type: none"> ○ Equal Employment, Affirmative Action and the Academic Hiring Process

Core Search Committee Members:

One Committee Chair: _____

One Editor/Affirmative Action Compliance Officer: _____

Two – Five Reviewers: _____

Additional Search Committee Members (Optional) [Enter the roles and the names of the Additional reviewers who are not named on the Search Plan. This may be added later.]

Additional Chair: _____

Additional Editor: _____

Additional Reviewer: _____

ADVERTISING METHODS

- A. **Advertisement** - Attach copy of advertisement for approval.
- B. **Web sites** - This advertisement will be placed on the following web sites:
- UCR Employment Opportunities - <http://www.medschool.ucr.edu>
 - Higher Education Recruitment Consortium (HERC) <http://www.hercjobs.org/>
 - Association American Medical Colleges (AAMC) <http://careerconnect.aamc.org/jobs>
- C. **Publications** - The advertisement must be published in at least one professional journal(s) or magazine(s). Please list the name of the publication and the month that the ad is expected to appear. This can also be an online Job Site from a professional or relevant journal.

Journal Name/Online Job Site:

- D. **Diversity** - This advertisement will be placed on the following diversity sites:
- National Hispanic Medical Association (NHMA) – Hispanic - <http://www.nhmamd.org/>
 - Native Americans In Higher ED – American Native/Alaskan Native - <https://www.nativeamericansinhigherred.com/>
 - National Medical Association (NMA) - African American - <http://www.nmanet.org/>

DOCUMENTS: *[Define the required or optional documents to be provided by the applicants. The applicants will see any description you provide]*

- Curriculum Vitae: Required
- Cover Letter: Optional Required
- Statement of Research: Optional Required **(FOR SENATE RECRUITMENTS ONLY)**
- Statement of Teaching: Optional Required
- Statement of Contributions to Diversity Required

Other/Misc/Additional: _____ Optional Required

References *[You may choose to have your applicants provide self-solicited reference letters OR reference contact information with their application OR nothing at all. The reference requirements cannot be changed once the first applicant applies.]*

Only contact information [For the rank of Associate/Full only]– only ask for reference email and address - letters will be requested by the department as needed.

Letters of recommendation [For the rank of Assistant – required] – allow references to login and provide their letters when requested by the applicant. Minimum: 4 Maximum: _____

IMPORTANT: After an applicant has applied to this position, you cannot change reference requirements or required documents, but you may add optional documents if you need to collect additional data from applicants. You must notify all applicants that additional documents are being requested, if applicable.

QUALIFICATIONS:

Basic Qualifications *[State the *minimum* qualifications required to be considered an applicant for the position. These qualifications must be met at the time of application.]*

Additional Qualifications *[State other qualifications *required* for the position. These qualifications must be met by the start date of the position]*

Preferred Qualifications *[State other preferred, but *not required*, qualifications for the position.]*

Selection Criteria *[Criteria used for RANKING applicants]*

Selection Plan *[Plan for selecting candidate e.g. interview schedule, required presentations]*

Interview Materials *[Interview questions, notes from the search committee, applicant evaluations etc., must be submitted after interviews take place. They can be uploaded directly into AP Recruit, see your Recruit Analyst for instructions]*