FACULTY RECRUITMENT - UC RECRUIT WORK FLOW  
NON-SENATE SERIES  
HS CLINICAL & ADJUNCT  
School of Medicine

### DEPARTMENT CHAIR

**Negotiate** Faculty position, funds and other resources with the Dean (finalize MOU and obtain approved budget # ID).  *(POOL AD’s HS Clin Series requires approved budget prior to generating a shortlist for approval)*  
Nominate a **diverse search committee**, including gender diversity (minimum of 3 members).

### SEARCH COMMITTEE

In consultation with the Department Chair and Faculty, **compose the advertisement and search plan**. Planned search and recruitment and ad sources should include sites that target a diverse population this will ensure your recruitment efforts reach a diverse pool of applicants.

### DEPARTMENT ANALYST

**Enter Search Plan** and advertisement in UC Recruit.  
**Route Search Plan Report** for approval.  
Once Search Plan is approved, **post advertisements on ALL** listed advertising efforts. *(required)*  
**Upload advertisement evidence** in UC Recruit. *(required)*

### DEPARTMENT CHAIR, SEARCH COMMITTEE AND DEPARTMENT ANALYST

Once a search plan has been approved all listed procedures must be followed; any deviation from the approved plan will cause delays in your recruiting and hiring efforts.

### DEPARTMENT ANALYST

Prior to the onset of the selection process, it is important that the pool of candidates represent a **diverse pool**. Therefore, to avoid any delays further into the recruiting process, the department should run an **Applicant Pool Report** route for approval with Committee Chair and review with the search committee to ascertain whether the selection process can proceed or whether the search needs to be extended.

### SEARCH COMMITTEE

Review completed applicants, determine those applicants who **meet/do not meet basic qualifications**, and indicate in UC Recruit. In addition, you will need to choose a **disposition reason** for each applicant that does not meet basic qualifications.  
Once you have determined the applicant(s) that you would like to interview **update each applicant(s) status** as “Recommended for Interview”. Those applicant(s) that met the basic qualifications, but did not make the shortlist will require a **disposition reason** within UC Recruit. *(For POOL AD’s you must secure the approved budget ID prior to generating the shortlist for approval)*  
Work with your department analyst to create a **Shortlist Report** to route for approval.  
**DO NOT INTERVIEW CANDIDATES UNTIL YOU HAVE AN APPROVED SHORTLIST**

### DEPARTMENT ANALYST

Once shortlist has been approved **Interviews can be scheduled**.  
**Upload interview itinerary** in UC Recruit under documentation tab, interview material *(required)*.  
Collect all **interview notes/material** from the Search Committee and upload within UC Recruit *(required)*.

### SEARCH COMMITTEE

After interviews are complete and an identified **final candidate** has been determined (consultation with department Chair and faculty) **update status** in UC Recruit as “Proposed Candidate”.  
Any interviewed candidate not chosen will require a **disposition reason** within UC Recruit.  
The Process of Tentative Offer Letter (TOL) can commence.

### DEPARTMENT ANALYST

Create **Search Report** and route for approval.  
This approved report will need to be submitted with the appointment file.