



# Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

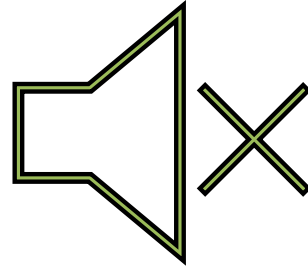
April 25, 2023

# Agenda



- ✓ Academic Recruitment Toolkit Demonstration
- ✓ 23/24 Deadlines-Schools of Health
- ✓ 23/24 Reminders
- ✓ Extension Requests
- ✓ Resources
- ✓ Administrative Actions
- ✓ Breakout Session
- ✓ Questions & Answers

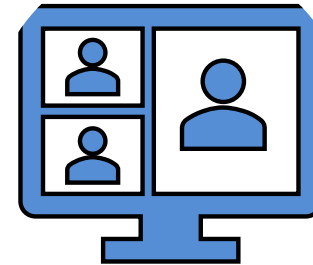
# Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

# Recruitment Toolkit Demo



Academic Personnel

Search

Faculty

Non-Faculty Academic Appointees

Administrators-Managers

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UC Davis Health > Academic Personnel > Administrators / Managers > Recruitment

## Recruitment and Onboarding

### Recruitment Toolkit

A password is required to view this information. This toolkit is not compatible with Internet Explorer, please use an alternate browser.

HS-SOMAPRecruitTeam@ucdavis.edu

Administrators and Managers View

View Toolkit

Department Chair View

View Toolkit

Principal Investigator View

View Toolkit

Search Committee View

View Toolkit



## Recruitment and Onboarding

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Principal Investigator View

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Search Committee View

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# Recruitment Toolkit Demo



Recruitment Toolkit Administrato... | Use this data | Airtable

1 hidden field | Filter | Grouped by 1 field | Sort | ...

Key	Description
SECTION	
Position Description Templates used for Recruiting Count 13	
1	Directory of Frequently Referenced Academic Recruitment Policies and Research Unit RA Contract APM Policy
2	Title Comparisons and Series Criteria - Determine series for your position. Comparison Chart
3	In-Residence, Regular Ladder Rank, or Split Template
4	Clinical X Template

Key: Clinical X

Description: Template

Notes: The min of 20% protected time is from Clinical responsibilities be a combo of research, teaching and service with clinical responsibilities adding up to 80%.

Attachments: ClinX Position Description Template 5.3...

Click on attachment

### CLINICAL X POSITION DESCRIPTION

APM 275  
5/31/2022

This example provides basic outline of a position description for UC Recruit. The **black** text is standard language. The **green** text is general instructions for writing the position description and should be removed from the final document. The **red** text is sample language, please edit as it pertains to this particular job. Components of the position description is used for entering text in the UC RECRUIT Description field and for writing your advertisement.

#### TITLE

The Department of **Name** at the University of California, Davis, School of Medicine, is recruiting for **a or number full- or part-time** faculty member(s) in the Professor of Clinical X series at the **Assistant, Associate, Full, Assistant/Associate, or Associate/Full, Assistant/Associate/Full** Professor rank in **specialty area**. Faculty in the Clinical X series are expected to engage in professional competence and activity, teaching, research and creative work, and University/public service.

#### EXPECTATIONS

Describe the duties and responsibilities of the role. Describe the University, Department, collaborators, stakeholders, etc.

Examples: The successful candidate will have strong clinical skills and an interest in field. The incumbent will provide teaching and supervision of medical students, residents, and fellows. Participate in appropriate professional societies and educational organizations. Provide service to department and school committees. Ability to foster collegiality and work collaboratively in a diverse environment. Ability to adhere to University policies and procedures.

Directive found here <https://adocs.ucdavis.edu/policies/recruitment-s-and-removals/guide-reviewing-overqualified-applicants-for-lower-rank-recruitments.pdf>

Example: Two or three years of productive postdoctoral fellowship or equivalent experience.

If your recruitment is not open for all ranks, we recommend including one of the following statements:

- "This recruitment is conducted at the assistant rank. The resulting hire will be at the assistant rank, regardless of the proposed appointee's qualifications."
- "This recruitment is conducted at the associate rank. The resulting hire will be at the associate rank, regardless of the proposed appointee's qualifications."
- "This recruitment is conducted at the assistant/associate rank. The resulting hire will be at the assistant/associate rank, regardless of the proposed appointee's qualifications."

For the full position description and to apply, visit <https://recruit.ucdavis.edu/JPF0XXXX..>

#### QUALIFICATIONS (Basic qualifications are required at time of application)

Candidates must possess or be eligible for the following:

Download

# Recruitment Toolkit Demo



Recruitment Toolkit Administrator... | Use this data

1 hidden field | Filter | Grouped by 1 field | Sort | ...

Key	Description	Notes	Attachments	Website
<b>SECTION</b> Position Description Templates used for Recruiting Count 13				
1	Directory of Frequently Referenced Academic Recruitment Policies and Research Unit RA Contract	APM Policy	List of frequently used APM recruitment policies	<a href="https://academicaffairs.ucdavis.edu/apm/apm-toc#11">https://academicaffairs.ucdavis.edu/apm/apm-toc#11</a>
2	Title Comparisons and Series Criteria - Determine position.			
3	In-Residence, Regular Ladder Rank, or Split			
4	Clinical X			
5	Clinical X or HSCP			
6	HSCP			
7	Adjunct			
8	Professional Researcher			
9	Project Scientist			
10	Specialist			
11	Junior Specialist			
12	Academic Administrator			

### III. Recruitment

[APM 500](#) General Policy

[UCD-500, Academic Recruitment Guidelines](#)

[Exhibit A, Sample Departmental Sequential Checklist for Academic Recruitments](#)

[Exhibit B, Academic Appointments Exempt from Search Requirements](#)

[Exhibit C, Guidelines for Interview Questions](#)

[Exhibit D, Nondiscrimination and Affirmative Action Policy Statement for UC Publications Regarding Employment Practices](#)

[Exhibit E, Interim Recruitment Report on Applicant Pools](#)

[Exhibit F, Final Recruitment Report for Academic Appointments](#)

[Exhibit G, Sample Response Letter to Unsolicited Inquiries for Employment](#)

[resources/academic-federation/template-pd-...](#)

# 2023-2024 Deadlines



<b>Friday, August 25, 2023</b>	Promotions to Associate and Full in all series <i>except</i> HSCP
<b>Friday, September 15, 2023</b>	Promotions, all HSCP Administrative Actions: Deans, Department Chairs, Directors, Regular & Administrative Endowments
<b>Friday, October 13, 2023</b>	Promotions, all other Federation titles Merit increases for Deans and Department Chairs
<b>Friday, October 27, 2023</b>	Merits to Associate, Step 4 or 5 (by permission of AVC) Merits to Full, Step 6 Above Scale Merits Five-Year Reviews
<b>Friday October 31, 2023</b>	Vice Chair Reappointments
<b>Friday, December 1, 2023</b>	Regular Merits Appraisals
<b>Friday January 19, 2024</b>	“First After” Merits (1 <sup>st</sup> normal merit after appointment or promotion)

# 2023-2024 Reminders



- ✓ RA Unit Members-6 weeks
- ✓ Use checklists and delegations when preparing actions
- ✓ Notify your assigned AP Analyst when action has been routed to the School/College level in MIV
- ✓ Appraisals and Five-Year Reviews may not be deferred
- ✓ Deferrals are due at the same time the action that is being deferred is due
- ✓ Declined merits: require an email of written notice from the candidate that he/she will not pursue action with the Chair acknowledgement
- ✓ If a Five-Year Review is submitted in lieu of eligible action, it's still due on the respective action deadline

# Extension Requests



- ✓ Submit all extension requests via email to your AP Analyst
- ✓ Submit all extension requests for Administrative actions via email to Lisa Reevesman
- ✓ Provide reason for the extension request and anticipated date of submission
- ✓ Subsequent extensions will require a strong justification from the department, and Department Chair or Dean concurrence



- ✓ Schools of Health MIV User Guide
- ✓ Schools of Health Extramural Chart
- ✓ Forms & Checklists-VP Academic Affairs
- ✓ RA Email Template Promotions
- ✓ RA Email Template Merits
- ✓ Faculty Merits & Promotions Toolkit

# 2023-2024 Administrative Action Eligibility Lists



- ✓ Associate Deans, Department Chairs, Vice Chairs, Directors, Endowments
- ✓ Chairs and Regular Endowments are submitted via MIV

## **April 2023**

Administrative Action eligibility lists are pulled from AHID  
Admin eligibility lists are confirmed with Departments

## **May 2023**

Emails are sent to Departments and Candidates that include instructions and action deadlines

- ✓ Chair & Center Directors, APM 245, UCD 245, APM 210
- ✓  
Deans, APM 240, UCD 240 APM 210
- ✓  
Endowments, APM 191, UCD 191, APM 210, position description, gift agreements
- ✓ AP Solicits department vote for Chair reviews in October. Your voting roster should be sent to AP by the end of August.

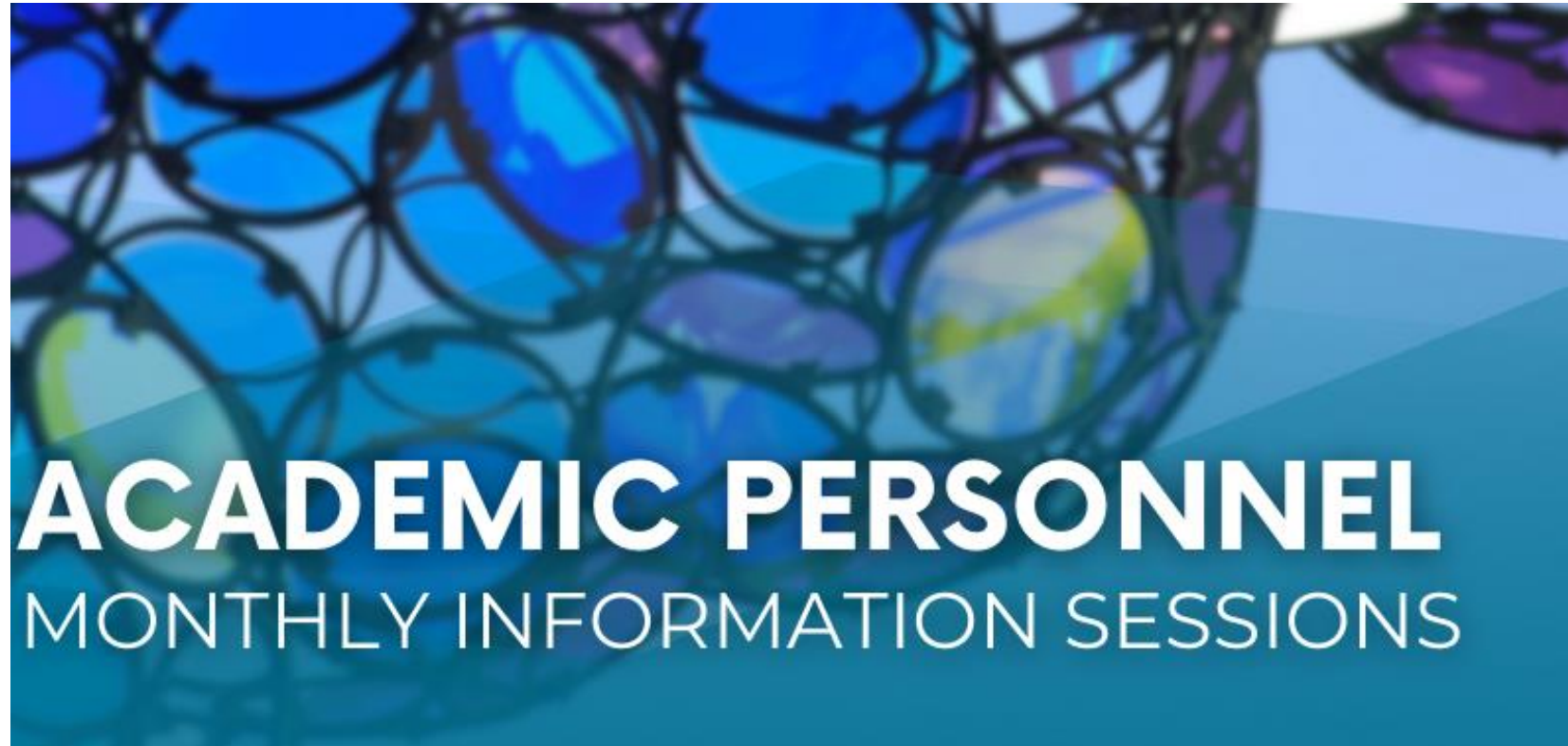


What experiences or information do you hope to gain from these sessions?

# Questions



Upcoming Session-Tuesday May 23, 2023



Thank you for your attendance today!!!