

V. Search Procedures. Search procedures remain unchanged. All search forms must be completed, and AP-80a and AP-80b requires the signature of an Equity Advisor and the Equity Advisor should review AP-80c. Copies of approved forms will be made available to the Equity Advisor and dean of the participating school.

Only after the dean and Equity Advisor approve the short-list, are candidates to be invited for a campus visit and job talk or seminar. The recruiting department or program recommendation for appointment is forwarded to the dean and thereafter to CAP and the Executive Vice Chancellor and Provost.

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ADVANCE Program for Faculty Equity and Diversity

GUIDELINES FOR MULTI-UNIT AND MULTI-DISCIPLINARY FACULTY RECRUITMENTS



Guidelines for Multi-Unit and Multi-Disciplinary Faculty Recruiting

The UCI ADVANCE Program produced the following guidelines for multi-unit searches to ensure that all such searches utilize the campus' effective practices, including the active participation of Equity Advisors in monitoring the process. The collaboration between Equity Advisors and search committees in multi-unit / multi-disciplinary searches is key to a successful faculty recruitment.

I. FTE Allocation.

Allocated FTE(s) usually are specific regarding rank and step of position. FTE assignments are detailed in the allocation memo from the Executive Vice Chancellor and Provost for the various FTE Programs, i.e. Excellence and Interdisciplinary Programs and Scholarship on Diversity. All other FTE assignments are made by the dean of the school.

II. The Equity Advisor and the Search Process.

For inter-school searches, the Equity Advisor where the FTE is housed will serve as an at-large member of the search committee. The Equity Advisor from the participating school will consult with the primary Equity Advisor. They may provide a joint presentation to the search committee that reviews the school(s) and relevant department (s) past hiring activities, national availability in the fields covered by the search, and the Effective Practices to Generate a Diverse Applicant Pool. For intra-school searches, the school Equity Advisor will serve as an at-large member of the search committee.

III. Pre-Search Activity.

The schools and/or units involved in the search should clarify how they will split the costs of the search (advertising, recruiting visits, etc.) before the search begins.

Advertisements for positions should be posted on the school(s) web-page(s), in a major publication, e.g., *Science* or *Nature*, and a general venue, e.g., *Chronicle of Higher Education*). The Equity Advisor will provide the search chair and/or committee with urls for databases and sites for professional affinity groups for supplemental outreach efforts.

IV. Search Forms.

Two or more positions may be consolidated on one search form (AP-80a). Each position has a job control number which is tracked via AP and OEOD. Separate pools for junior and senior job applicants are required. RECRUIT reports are produced for each position and Equity Advisor(s) will compare the proposed short-list (AP-80b) against applicant pool and national availability before completing AP-80b.

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