

Diversity Goals

The College is committed to the campus's twin goals of excellence and diversity. The discussions about SP-1, SP-2, and Proposition 209 have generated questions about how the College of Letters and Science encourages, monitors, and enforces federal responsibilities for affirmative action in faculty and student recruitment and retention.

Given federal requirements and UC's commitment to the development of a campus climate that supports equality and diversity, it is important that chairs promote and support activities that will result in diverse candidate pools. When evaluating FTE requests, deans will pay attention to the academic availability pools and to the sub-area in which a unit is recruiting to determine if units are maximizing the possibility of a diverse pool while not distorting the academic goals of the unit or the university.

To assist chairs and faculty in pursuing activities that benefit diversity efforts and promote UCSB's commitment to diversity, the College has a limited pool of funds available to provide travel support to attend professional meetings or workshops related to the theme of diversity, or to make personal contact with prospective underrepresented faculty or students.

Given federal requirements and UC's commitment to diversity, all members of the campus community can assist in promoting activities that will result in a diverse campus population.

Diversity Outreach Recruitment

The College is committed to assisting departments to identify prospective minority and women faculty members and graduate students who might be interested in UCSB. Funds may be available at the Division Dean's discretion for travel to professional meetings or to select other locations for informal recruitment activities. Recipients of diversity outreach funds must demonstrate prior to the trip that there is a strong likelihood that there will be potential underrepresented candidates at the travel location. Preference will be given to proposals that target conferences and meetings that large numbers of women and minority faculty and graduate students are expected to attend or that have diversity issues as a thematic focus.

Faculty might also wish to schedule meetings with faculty or graduate students at state colleges and universities. For example, meetings with graduate students at one of the Historically Black Colleges and Universities might be an appropriate recruitment activity especially when combined with presence at an academic conference.

Applications for travel funds will be limited to the least expensive round-trip airfare, hotel, meals, and the conference registration fee. In some cases, partial funding may be awarded. A brief report after the trip is required.

Ladder Faculty Recruitment Issues

Several years ago, the California Legislature approved an audit of equal employment opportunity/affirmative action practices in hiring on all UC campuses. The audit findings prompted the Office of the President to issue the “University of California Affirmative Action Guidelines for Recruitment and Retention of Faculty,” <http://www.ucop.edu/acadadv/fgsaa/affirmative.html>. Please review this document before initiating any ladder faculty search.

In July 2002, President Atkinson reaffirmed the importance of hiring faculty with demonstrated records of research, teaching and service that will address the needs of our increasingly multicultural state. To help attract new faculty members who pursue research and instruction that illuminate issues of race, ethnicity, and equality, the *Faculty Enrichment Program* was established. This program aims to promote academic diversity by hiring faculty who meet at least one of these criteria: a) are engaged in research that advances the understanding of issues such as race, ethnicity, gender, and multiculturalism as they intersect with traditional academic fields, or research that examines socioeconomically or politically disadvantaged groups in areas such as community development, public health, urban affairs, social justice, or educational reform; b) have demonstrated a commitment to issues of social, educational, and economic disadvantage as evidenced by their record of teaching and service; or c) have been awarded UC President’s Postdoctoral Fellowships since 1996.

Announcements of UCSB faculty openings are available online at <http://ap.ucsb.edu/employment/open.academic.positions/index.cfm>

The College will adhere to the following principles and practices in ladder faculty FTE recommendations and searches:

1. FTE requests will be evaluated by the deans in the context of previous and current efforts in the unit to promote diversity. Deans will pay special attention to the availability pools in the discipline and sub-area in which a unit is recruiting to determine if units are maximizing the possibility of a diverse pool while not distorting the academic goals of the unit or the University.
2. To initiate a ladder faculty search, departments submit a “Recruitment Plan for Academic Vacancies” form (Red Binder V-13), along with a suggested advertisement for the job opening. Up to \$1,000 of College funds may be requested to help defray advertising costs. Ads must include wording indicating that the University of California is an Equal Opportunity/Affirmative Action Employer. The following wording should also be included in each ad: “The department is especially interested in candidates who can contribute to the diversity and excellence of the academic community through research, teaching, and service.”

3. As the search proceeds to the point of recommending finalist candidates to be brought to the campus, Application Evaluation Forms (Red Binder V-19) must have been completed before the formal EO/AA request for on-campus interview approval is submitted (see Red Binder V-11). **The CVs of all women and minority candidates are to be reviewed by the dean to ensure that strong candidates are not being overlooked.**
4. After the EO/AA review has been reviewed by the Affirmative Action Office and the dean, units will be notified in writing of those finalist candidates approved for campus visits. **FINAL TRAVEL PLANS CANNOT BE CONFIRMED UNTIL FORMAL APPROVAL HAS BEEN GRANTED BY THE DEAN.** In rare instances, exigent travel approval may be necessary. The chair should communicate the special circumstances to the dean before inviting the candidate to interview with the department.
5. Up to three recruitment visits, if justified, from anywhere in the U.S. or world will be supported by College funds. Additional recruitment visits are to be supported by departmental or other funds under the control of the department. Use the “Request for Letters and Science Recruitment Travel Approval form” to request travel approval.
6. Recruitment candidates must meet with an academic administrator(s) during their campus interview.

Faculty Recruitment Reminders

- Remember that a representative of the department’s Affirmative Action committee is to serve on the search committee.
- A maximum of \$1,000 per position is available from the College for advertising-related costs.
- The EO/AA report (see Red Binder V-11 for details) must be submitted and approved prior to inviting finalist candidates to campus.
- The L&S Recruitment Travel Fund will pay for up to three candidate visits from anywhere in the world. Additional recruitment trips will be at departmental expense.
- Please notify finalist candidates of their status as early as possible.
- Work with candidates to advance purchase their air tickets. The University can directly pay a travel agent for a recruitment candidate’s transportation charges, if needed.
- For international candidates (including Canadian citizens), verify their visa status. Questions about types of visas and reimbursements allowed may be directed to Tanya Plant at the International Students and Scholars Program.
- Suggest the possibility of staying over a Saturday night to save campus funds.
- Establish a tight interview schedule to minimize the number of days a candidate must spend at UCSB. Typically, the College pays for two days per diem.
- Investigate the possibility of sharing travel expenses with other institutions where the candidate may also be interviewing.

- Choose reasonably priced yet comfortable hotel/motel accommodations. Be sure to ask if there is a university discount when making hotel/motel reservations. Direct billing to the university is now allowed.
- Ensure that each candidate (including internal candidates and former faculty members) follows the same interview schedule.
- All level candidates need to meet with the divisional dean or associate dean. Tenure rank candidates may also meet with the Executive Vice Chancellor and Chancellor. (See Policy Manual III.F. for interview details.)
- Remember that meal overages are not permitted using State funds. If cost is a concern when entertaining recruitment candidates, anticipate that they may order an appetizer, entree, and dessert and choose the restaurant accordingly.
- Occasionally (particularly for high level appointments or for positions that are hard to fill) candidates can be brought back for a second recruitment visit at L&S expense. Please consult with the Dean prior to authorizing a second trip.
- Remember that recruitment candidates are guests of the campus and should be treated accordingly.
- Ask departmental staff to process travel vouchers promptly.

Administrative Visits of Recruitment Candidates

The divisional deans or associate deans make every effort to interview recruitment candidates. Individual appointments of 30 minutes should be scheduled. Candidates for endowed chairs or other high level appointments may have additional interviews; please consult with your divisional dean's office for more information.

An up-to-date curriculum vitae must be sent to all administrators involved in advance of the meeting. Letters of recommendation and examples of published work are not needed at this stage.

You are reminded that no administrative appointments will be scheduled in advance of completion of the EO/AA review. The EO/AA report elements and procedure can be found in Red Binder V-11. Please remember that College policy requires that the vitae of all women and minority candidates be reviewed by the dean at the time of the EO/AA review to ensure that strong candidates are not overlooked.

Partner Accommodation

Whenever possible, the College will try to facilitate placement of a domestic partner to assist departments in hiring their top-ranked candidates. Since the College serves as a facilitator only, no guarantees of placement should be made. Ultimately, it is the partner's qualifications that lead to placement, in conjunction with budget considerations. Partners who choose not to pursue, or lack the qualifications for ladder-rank

appointments shall receive assistance information about other employment opportunities at UCSB and in the Santa Barbara area.

If dual academic employment is desirable, the department chair may obtain the partner's CV and forward it to the dean for consideration.

Booking a State of California *Y-Cal Fare* for Recruitment Candidates Using L&S Funds

UCSB employees traveling for business purposes and official campus visitors (including recruitment candidates) who are U.S. citizens are now eligible to travel using State of California contract airfares. *Y-Cal* tickets are fully refundable, and the price is the same whether purchase occurs well in advance or at the last minute (up to 24-hours before departure).

Y-Cal tickets can only be obtained from a State authorized travel agency; all UCSB travel is to be purchased via the UCLA Travel Center (www.travel.ucla.edu) using the *UCSB State Fares Reservation Request* form which is completed online. Please go to the UCSB Travel Office homepage (<http://www.accounting.ucsb.edu/travel/forms.shtml>) which includes a link to UCLA and instructions on how to buy the airfare.