To: Academic Chairs, Program/Center/Institute Directors & Academic Administrators

From: Terence R. Flotte, MD
Celia and Isaac Haidak Professor of Medical Education
Dean, Provost and Executive Deputy Chancellor

Date: June 6, 2011

Subject: Implementation of AcademicJobsOnline to Support Faculty Recruitment

In March, 2010, I appointed a committee composed of faculty, chairs, program directors, and administrators to examine UMMS faculty recruitment processes. I charged the committee to develop processes to bring us into compliance with Office of Federal Contract Compliance Programs (OFCCP) requirements while supporting efficient and effective recruitment of the highest caliber faculty at every level. While many of our searches have been comprehensive, our OFCCP audit of December 18, 2008 revealed we must document our search processes more consistently. The committee has recommended adopting AcademicJobsOnline to support faculty recruitments and ensure we are easily able to meet OFCCP documentation requirements. I have approved the recommendation and effective Monday June 6th, all UMMS faculty searches that do not involve an executive search firm will utilize AcademicJobsOnline (AJO) for new UMMS faculty search processes.

Many of you already use AJO for faculty searches. The feedback we have received from current users has been uniformly positive: AJO is user-friendly, streamlines the administrative components of a search, and automates required data collection. A ‘pilot approach’ will be utilized during the initial period of implementation to facilitate customized improvements in the AJO tool as issues are identified. Attached is more detailed information about AJO.

I want to acknowledge and thank the committee members and Dr. Luanne Thorndyke as committee chair, for their thorough review and thoughtful recommendation for this component of the faculty recruitment process. I look forward to further updates from the committee.

cc: Faculty Recruitment Committee members
Gail Barrell
Jim Healy
Key Points About AcademicJobsOnline

- AJO is an Internet-based academic recruitment tool. AJO is used by many leading research organizations in the country, including UMMS; it streamlines the recruitment process.
- AJO is secure. The website uses HTTPS protocol to provide encrypted communication and secure identification for their web server. HTTPS connections are often used for payment and sensitive transactions process across the Internet.
- AJO is easy to use. On each search, trained members share one unique password for easy access and information sharing. A short tutorial gets most people up-to-speed quickly. The tool has easy-to-use navigation, like Yahoo or Google.
- Training and job aids are available. By request, Human Resources will train administrative assistants, academic administrators and faculty members to use the tool.
- AJO enables us to reach out to broader pools of potential applicants. Thousands of unique visitors come to the site to look for opportunities across the US and other countries.
- AJO will be the portal for faculty applicants. They apply online to a job announcement by attaching their CV and any other materials specified by the search committee for a specific vacancy.
- AJO will be the repository for faculty applicant information. Required applicant data for all searches, necessary for compliance with OFCCP and other regulatory agencies, are stored in one place. This data includes:
  - Dates of search activity
  - Job announcements used for posting
  - Applicants' personal and voluntary demographic information (viewed only by Human Resources)
  - Final disposition (e.g., hired, interviewed but not hired, not interviewed) for all applicants.

Resources
The Recruitment Support website
http://www.umassmed.edu/hr/recruiting_resources/job_aids_forms.aspx contains:
- “AJO Implementation Process Summary”
- “AJO Frequently Asked Questions”
- “AJO Job Aid for Faculty”

Additional Information
Please direct questions via email or phone to:
- Gail Barrell, Employment Coordinator, 508-856-3223.
- Carol Dugard, Director of HR and Payroll Systems, 508-856-1163