






REVIEW DATES FAQ

What is a review date? Review dates are established within recruitments to create deadlines by which applicants must apply by to ensure full consideration for the position. This ensures that the position will remain available and at a minimum, the committee must review the application (and update the application accordingly in AP Recruit). Committees cannot submit the paperwork to identify a selected candidate until the **initial** review date has passed. If the review date is extended, applicants that apply during the subsequent review windows cannot be identified as selected candidates until the new review date has passed.

Example:

Dates		
	Format	Review Dates
	Academic year	2018/19
	Open date	7/24/2018 (Tuesday)
	Initial review date	8/24/2018 (Friday)
	Add'l review dates	10/24/2018 (Wednesday)
	Final date	1/1/2022 (Saturday) 

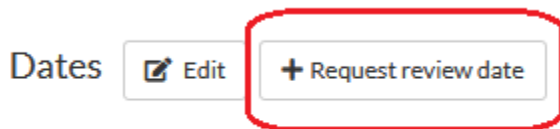
Using the above as an example, the **initial** review date for this recruitment was 8/24/2018. This means that a review window was initially created between 7/24/2018 (which is when this recruitment was first opened) through 8/24/2018. Committees may submit paperwork to identify a selected candidate from this **initial review window** as early as 8/25/2018.

In this same example, let's say the committee wanted to extend the review date to allow additional applications to be considered. We then extended the review date from 8/24/2018 to 10/24/2018. By extending the review date, we created a new review window that runs from 8/24/2018 through 10/24/2018. This allows the committee to consider any completed application that they received during the dates of 8/24/2018 through 10/24/2018. The committee may submit paperwork to identify a selected candidate that applied during this review window as early as 10/25/2018.

The **final date** is the absolute last day the recruitment can remain open. The review date cannot be extended to a date beyond the final date.

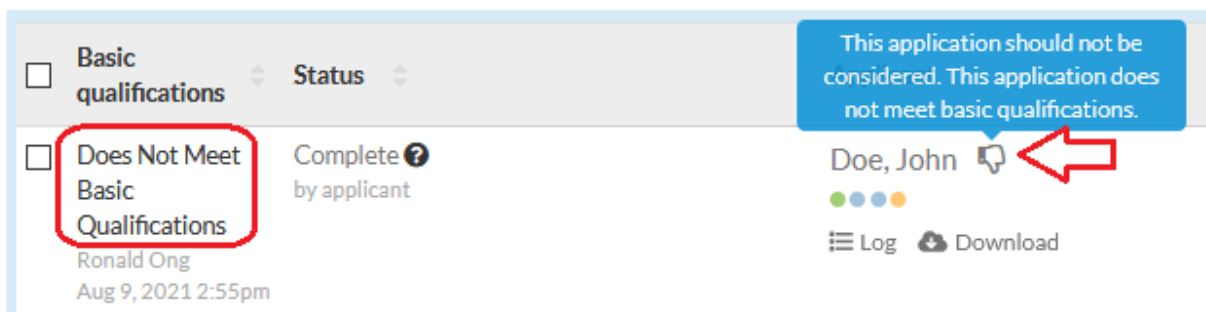
How do I determine the review date? At a minimum, the review date must be for at least the minimum posting period. For non-faculty academic (NFA) recruitments, the minimum posting period is 15 days. For faculty recruitments, the minimum posting period is 30 days. This means that the review date must be at least 15 days or 30 days from the open date. Although these are the minimum dates, you may select a review date that exceeds these days. For example, if you know that your committee won't be making a hiring decision for at least 3 months, you may start with an initial review date of 3 months. **Please note that we can always extend the review date further if additional time is needed, however, we cannot revert the review date to an earlier date once it has been determined. For this reason, we typically advise going with a conservative estimate and selecting a shorter review date and extending as needed.**

How do I extend the review date? You may request to have the review date extended by emailing your [Academic Recruitment Specialist](#) or you can simply click the "Request review date" button in AP Recruit. This button can be found in the "Details" page of your recruitment in the "Dates" section.

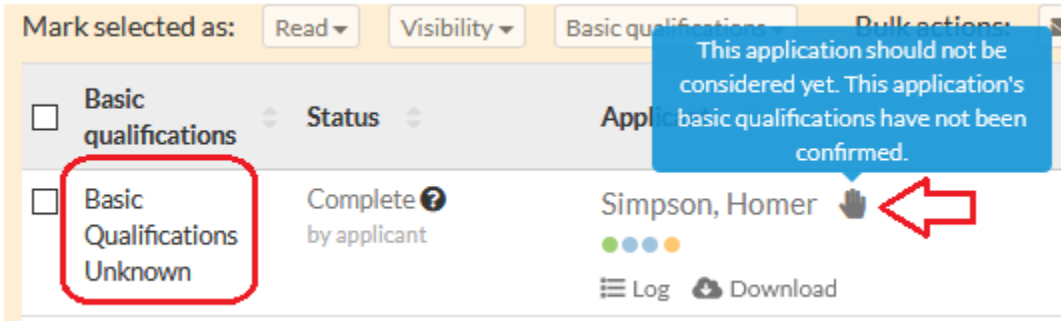


I keep seeing warning messages when reviewing applications. What do they mean and how do I fix it? The UCI Recruit programmers recently added warning messages to late and incomplete applications to discourage them from being considered by the search committee. These warning messages will indicate if an application does not meet basic qualifications, the basic qualifications haven't been confirmed, the application was not completed within a review date, an application was not complete, or an application has been withdrawn. Although these warning messages are new, our practice of reviewing and considering applications has remained the same. Committees should have only been considering applications that were fully completed by the review date.

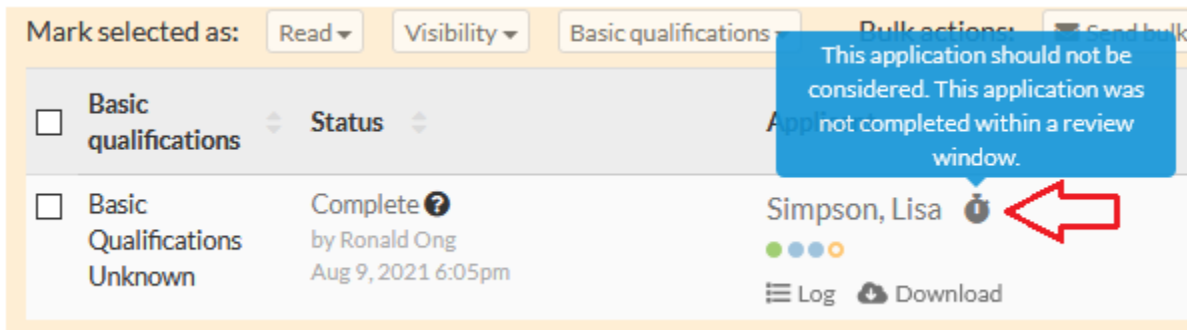
1. **Applicant does not meet basic qualifications** – this means that the application has been reviewed by the committee and either the committee chair or staff editor has marked the applicant as unqualified. Only qualified applicants can be considered further, so you'll notice a "thumbs down" icon reminding you that they shouldn't be considered.



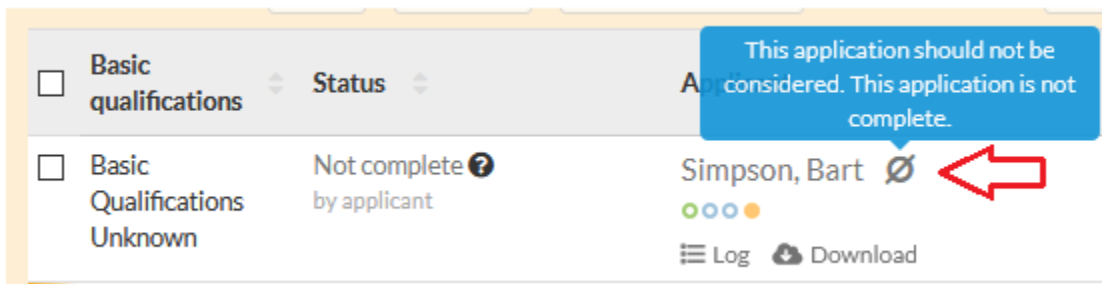
2. **Basic qualifications haven't been confirmed** – by default, the application is received and designated as “Basic qualifications unknown”. This means that the application has not been reviewed by the committee and that the application has not been manually updated (by either the committee chair or staff editor) to indicate whether they meet the qualifications or not. There is a hand icon indicating that you should stop and identify the applicants’ basic qualifications (mark as “Meets” or “Does not meet”) before moving forward.



3. **Application was not completed within a review date** – this message appears when an application is received after the designated review date. In order for the committee to consider these applications, you’ll need to contact your [Academic Recruitment Specialist](#) to extend the review date. Using the dates from the first example (from the “what is a review date” section), this message would appear for any application received after 10/24/2018. These applications cannot be considered until the review date is extended.



4. **Application was not complete** – this message will appear when an application is not fully completed. This could be due to missing documents that were required or reference materials that were required. Candidates with incomplete applications cannot be considered for the position.



5. **Application has been withdrawn** – this means that the applicant has self-withdrawn and no longer wishes to be considered for the position. Applicants can withdraw their applications themselves or the committee can update their status in AP Recruit to “Withdrawn” on their behalf. Withdrawn applications should not be considered further.

Qualifications Kim Gerrard Jul 24, 2018 3:24pm	Aug 9, 2021 6:19pm	☰ Log	This application should no longer be considered. This applicant has withdrawn.
<input type="checkbox"/> Does Not Meet Basic Qualifications Kim Gerrard Jul 24, 2018 3:24pm	Withdrawn by Ronald Ong Aug 9, 2021 6:20pm	Simpson, Maggie ☰ Log	