

**University of California, Riverside**  
**Affirmative Action Recruitment Guidelines for Academic Positions**

*Updated April 8, 2015<sup>1</sup>*

The University of California, Riverside (UCR) establishes the following academic recruitment guidelines to provide greater clarity and consistency in what hiring departments (the Department) need to know in order to conduct a fair and equitable recruitment process through the UCR AP Recruit system (AP Recruit). These guidelines are designed to conform to applicable laws and UC policies, and seek to advance UCR's unequivocal commitment to diversity and fair equality of employment opportunities.

**PART I. GUIDELINE ONE**

*A Guideline One Recruitment is required for appointments to the Professorial Series (including Acting titles), the Professor-in-Residence Series, the Agronomist Series, the Specialist in Cooperative Extension Series, the Academic Coordinator and Administrator Series on a permanent basis, and career or potential career appointments in the Librarian Series.*

**1.1 Recruitment Plan**

A recruitment plan is a search plan outlining how the Department will search for, identify, and recruit diverse and qualified candidates. The recruitment plan must be approved prior to the start of recruitment, and cannot be altered once recruitment starts. Any revisions to the previously approved plan, including modifications of advertising venues or changes in the composition of the search committee, must be approved in advance. The Vice Provost for Academic Personnel (VPAP) has the final approval authority on recruitment plans.

For each academic vacancy to be filled under Guideline One, prepare and submit a recruitment plan or subsequent changes to the plan through AP Recruit for review and approval by the Department Chair/Equivalent, by the Dean/Equivalent, by the Office of Faculty and Staff Affirmative Action (OFSAA), and by the VPAP.

The recruitment plan must include the following items:

**a. Proposed advertisements and letters to be sent via traditional or electronic media describing the academic vacancy to be filled**

The position announcement must be based on the position description. The description should be broad enough to cover foreseeable contingencies in the event there is flexibility regarding the sub-field. (For example: if the Department ultimately intends to appoint the most qualified person it can find in the 19<sup>th</sup> or 20<sup>th</sup> Century American Literature, the job description should cover both fields).

The position announcement may also include statement such as "UCR is committed to supporting spousal employment opportunities".

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<sup>1</sup> The guidelines have been updated on April 8, 2015 in order to comply with OFCCP's final rule prohibiting federal contractors from discriminating against applicants and employees on the basis of sexual orientation and gender identity.

A new search would be required if a change is subsequently made to the appointment so that the position description no longer fits.

The position description, letters, and advertisement must include the required equal employment opportunity tagline, stating that “The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, **sexual orientation, gender identity**, national origin, age, disability, protected veteran status, or any other characteristic protected by law.” If character or spacing is a great concern, the Department can opt to use a shorter version, “The University of California is an Equal Opportunity/Affirmative Action/Disability/Veterans Employer” or “EEO/AA/Disability/Vets Employer”.

**b. Advertising Resources**

The recruitment plan must list all the venues where the position will be advertised or publicized for the purpose of attracting a diversified pool of qualified applicants, including minorities, women, individuals with disabilities, and protected veterans. Efforts should extend beyond traditional, paper-based media to include electronic and web-enabled recruiting methods.

- 1) A list of the university or college departments to which the Department intends to write. If the Department states that it will contact every university and college offering a particular degree (e.g., Ph.D., M.F.A.) in a specific area (e.g., history), no list is required. When sending the announcement to universities and colleges, such announcement should be in the form of a letter or should be accompanied by a letter either in paper or electronic format.
- 2) A list of the professional, disciplinary and other journals in which the Department intends to advertise (e.g., Science, Chronicle of Higher Education, ASA Notes). Also, the disciplinary or professional employment bulletins in which the Department plans to place a notice of position availability should be listed. At least one advertisement must be placed in a web-based, paper-based or electronic national professional journal like the Chronicle of Higher Education in order to meet the Department of Labor’s green card special handling recruitment requirement.<sup>2</sup>
- 3) A list of the newsletters in which the Department will announce the position. A copy of the position announcement should be sent to the membership list if the Department can identify those who might be at least minimally qualified.
- 4) A list of online recruitment resources such as online job sites or job fairs.
- 5) Other recruitment and outreach strategies such as personal contacts, listservs, mailing lists, community outreach that the search committee plans to employ.

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<sup>2</sup> The electronic or web-based journal’s job listings for ladder rank teaching positions must be posted for at least 30 calendar days on the journal’s website, must be viewable to the public without payment of subscription and/or membership charges. Although electronic or web-based ads are acceptable, **it is recommended that at least one print ad is completed.** For online ads, print outs should reflect a computer date stamp of the first date and the last date of ad, as this is crucial to the green card process. **The online ads may not be able to be used if it cannot be proven of the 30 days of continuous advertisement.** Retention of advertising documents including print ads and online recruitment are extremely important for the green card process. For clarification, the Department is strongly encouraged to consult with the International Scholar Center at (951) 827-4847 or by email at [iscmail@ucr.edu](mailto:iscmail@ucr.edu).

**c. List of the Search Committee Members**

A search committee is nominated by the Department Chair and approved by the Dean. The search committee should consist of at least 3 and no more than 7 members. One member should be designated as the Committee Chair and one member as the Affirmative Action Compliance Officer (equivalent to the Committee Editor) who has specific responsibility for monitoring affirmative action efforts. Both roles may not be served by a single committee member and neither by the Department chair unless an exception is granted by the VPAP on compelling circumstances.

The committee should represent an appropriately broad diversity of gender, race, perspectives, and knowledge of the field or expertise of the position. Toward this end, the Department is encouraged to include a faculty member or a graduate student from an academic department different from the home department.

The search committee is responsible for conducting the preliminary work of creating the pool and screening candidates for the position. The search committee must adhere to the evaluation criteria stated in the position description, develop a means to evaluate candidates according to job related criteria, treat all candidates equally, and maintain confidentiality. For further details, please refer to the [Search Committee Guidelines and Checklist](#).

**1.2 Recruitment Period**

Recruitment period is defined as the period from the date the position announcement/advertisement is mailed or posted online until the initial review date or closing date for submission of applications. The recruitment period should be for eight weeks and must include **at least a 30-day period** following the first appearance of the advertisement in a professional or relevant journal, society employment opportunities newsletter, online job site, etc. All completed applications received during the recruitment period must be considered and any dates mentioned are to be upheld.

**1.3 Recruitment Areas**

Searches for academic positions must be conducted in reasonable recruitment areas, depending upon the positions to be filled. Ladder rank searches should be national or international in scope in order to attract the strongest and most diverse pool of qualified applicants.

**1.4 Affirmative Action Compliance Review**

Once the short list has been determined and prior to contacting applicants, the Department must submit a request for a short list review of candidates in AP Recruit, and will be notified of the approval or of possible alternative actions for consideration within 2 business days.

**The short list must be submitted via the Affirmative Action Compliance Officer (equivalent to the Committee Editor) for approval by the Department Chair/Equivalent, by the Dean/Equivalent, and by OFSAA before candidates are invited to campus for interviews.**

## PART II. GUIDELINE TWO

*A Guideline Two Recruitment is required for temporary appointments which are full-time for one year or more, with titles in the Visiting Professor Series and Librarians; for appointments in the Adjunct Professor Series and Lecturers<sup>3</sup> regardless of length and percent of appointment; and for appointments in the Professional Research Series, Specialists, Project Scientists when it is apparent that the initial appointment will be for at least two years (cumulative years/service apply).*

### 2.1 Recruitment Plan

A recruitment plan is a search plan outlining how the Department will search for, identify, and recruit diverse and qualified candidates. The recruitment plan must be approved prior to the start of recruitment, and cannot be altered once recruitment starts. Any revisions to the previously approved plan, including modifications of advertising venues or changes in the composition of the search committee, must be approved in advance. The VPAP has the final approval authority on recruitment plans.

For each academic vacancy to be filled under Guideline Two, prepare and submit a recruitment plan or subsequent changes to the plan through AP Recruit for review and approval by the Department Chair/Equivalent, by the Dean/Equivalent, by OFSAA, and by the VPAP.

The recruitment plan should include the following items:

**a. Proposed advertisements and letters to be sent via traditional or electronic media describing the academic vacancy to be filled (as in 1.1-a of Guideline One)**

The position announcement should be based on the position description. The description should be broad enough to cover foreseeable contingencies in the event there is flexibility regarding the sub-field. (For example: if the Department ultimately intends to appoint the most qualified person it can find in the 19<sup>th</sup> or 20<sup>th</sup> Century American Literature, the job description should cover both fields).

The position announcement may also include statement such as “UCR is committed to supporting spousal employment opportunities”.

A new search would be required if a change is subsequently made to the appointment so that the position description no longer fits.

The position description, letters, and advertisement must include the required equal employment opportunity tagline, stating that “The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, **sexual orientation, gender identity**, national origin, age, disability, protected veteran status, or any other characteristic protected by law.” If character or spacing is a great concern, the Department can opt to use a shorter version, “The University of California is an Equal Opportunity/Affirmative Action/Disability/Veterans Employer” or “EEO/AA/Disability/Vets Employer”.

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<sup>3</sup> Guideline Two regional searches are required for the initial appointment of any Lecturer regardless of the length of appointment or the percentage of appointment. Lecturer positions that are filled via a search waiver (which can be granted by the VPAP) may not exceed three quarters without a regional search. This is in recognition of the fact that Continuing Appointee status may result from the accumulation of quarters taught, regardless of appointment percentage. MOU article 7b.

**b. Advertising Resources**

The recruitment plan should include at least one of the following venues where the position will be advertised or publicized for the purpose of attracting a diversified pool of qualified applicants, including minorities, women, individuals with disabilities, and protected veterans.

- 1) A list of all university or college departments, or similar relevant units to which the Department intends to write. No list is required if it is stated that the Department will contact every university and college offering a particular degree (e.g., Ph.D., M.F.A.) in a specific area (e.g., history); or
- 2) A list of the professional or relevant journal(s) or newsletters(s) in which you intend to advertise; or
- 3) A list of online job sites or other web-based recruitment resources.

**c. List of the Search Committee Members**

A search committee is nominated by the Department Chair and approved by the Dean. The search committee should be made up of at least 3 members. One member should be designated as the Committee Chair and one member as the Affirmative Action Compliance Officer (equivalent to the Committee Editor) who has specific responsibility for monitoring affirmative action efforts. Both roles may not be served by a single committee member and neither by the Department Chair unless an exception is granted by the VPAP based on compelling circumstances.

The committee should represent an appropriately broad diversity of gender, race, perspectives, and knowledge of the field or expertise of the position. Toward this end, the Department is encouraged to include a faculty member or a graduate student from an academic department different from the home department.

The search committee is responsible for conducting the preliminary work of creating the pool and screening candidates for the position. The search committee must adhere to the evaluation criteria stated in the position description, develop a means to evaluate candidates according to job related criteria, treat all candidates equally, and maintain confidentiality. For further details, please refer to the [Search Committee Guidelines and Checklist](#).

**2.2 Recruitment Period**

The recruitment period must include **at least a 30-day period** following the first appearance of the advertisement in a professional or relevant journal, society employment opportunities newsletter, or on an online job site, etc. All completed applications received during the recruitment period must be considered.

**2.3 Pooled Recruitment**

A pooled recruitment may be conducted to recruit for multiple similar temporary positions within a single title series in a department or college/school. A pooled recruitment allows a hiring department or college/school to secure an extensive pool of diverse applicants with a range of specialties and other characteristics from which to choose from in a short period of time. A pooled recruitment may span up to one year requiring annual renewal.

**2.4 Recruitment Areas**

Searches for temporary academic positions must be conducted in reasonable recruitment areas, depending upon the positions to be filled. Part-time or full-time temporary positions may be conducted locally or on a regional level.

A local search aims at drawing applicants in the immediate labor market area. Recruitment activities will be undertaken locally, i.e. on campus, in Riverside city, and its neighboring counties. A regional search aims at drawing applicants across multiple labor market and geographical recruitment areas. Recruitment activities will be undertaken on a regional basis, e.g. in Southern California or in the West Coast Region.

### **2.5 Affirmative Action Compliance Review**

This step is not necessary under Guideline Two. However, OFSAA will conduct periodic compliance reviews of selected searches in AP recruit to identify instances of noncompliance, and will work with the Department to implement corrective actions.

## **PART III. OTHER GENERAL GUIDELINES**

### **3.1 UCR Academic Recruitment Management System**

UCR AP Recruit is a secure online academic recruitment management system that supports the entire recruitment workflow associated with creation and approval of a recruitment plan, application, reference gathering, reviewing by the search committee, and selecting a hired candidate. In addition, the system has built-in applicant data collection and reporting tools, providing for an easy way to meet the campus affirmative action reporting requirements.

All academic searches that fall under Guideline One and Guideline Two must be managed through the system. The only exception is for recruitments for the Department of Mathematics which are managed through Mathjobs.org.

### **3.2 Records Retention**

All recruitment-related records, including those that are generated and stored outside of AP Recruit, must be maintained for at least four (4) years to satisfy federal and UC recordkeeping and reporting requirements. Recruitment records include, among others, expressions of interest, interview notes, evaluation criteria, department notes, agendas, letters, and all other records used in the recruitment and selection process.

### **3.3 Conflict of Interest**

A conflict of interest occurs when a search committee member has, or appears to have, a familial or special commercial or personal relationship with another committee member or with an applicant that may compromise or have the appearance of compromising a fair and equitable recruitment and selection outcome. Search committee members and all individuals involved in the recruitment process are expected to maintain the highest standards of professional conduct and take appropriate steps to avoid conflicts of interest.

Any familial relationship among search committee members that might influence or have the appearance of influencing the selection decision must be disclosed in the recruitment plan and is subject to review and action.

If a conflict of interest occurs between a committee member and an applicant that might compromise or have the appearance of compromising the judgment during the recruitment process, the member with whom the conflict of interest exists or the Committee Chair must send a written disclosure via the Equity Advisor to the Department Chair/Equivalent, to the Dean/Equivalent, to OFSAA, and to the VPAP for appropriate actions.

For the policy governing employment of near relatives, refer to [APM 520](#).

### **3.4 Waivers**

An open and affirmative action search process is required to fill any vacant academic position covered under Guideline One or Guideline Two. In certain instances, however, a full and open search is not required. The VPAP will grant waivers of normal search procedures, in whole or in part, in cases of bona fide emergencies and other special circumstances such as in Target of Excellence (TOE) faculty hires, spousal hires, or the Eminent Scholars Program.

A written request for such exemption must be submitted to the VPAP via OFSAA. When AP Recruit is capable of accepting search waiver requests, all such requests must be submitted through AP Recruit for approval by the Department Chair/Equivalent, by the Dean/Equivalent, by OFSAA, and by the VPAP. The request must include evidence of the nature of the need for the waiver and other required supporting documentation.

For more information on search waiver requirements, please refer to the UCR Target of Excellence (TOE) Program, Eminent Scholar Program, and UCR Academic Recruitments Search and Search Waiver Requirements.

### **3.5 Reasonable Accommodation**

It is the policy of UCR to fully comply with the reasonable accommodation requirements of the Rehabilitation Act of 1973, as amended. Search committee members and those responsible for various aspects of the recruitment process should ensure that the recruitment process is accessible to all qualified applicants, including those qualified individuals with disabilities. They must treat individuals with disabilities with the same respect and dignity that they extend to other job applicants.

### **3.6 Confidentiality**

To preserve the integrity of the recruitment process and to protect job applicants' rights to privacy, search committee members and all others involved in recruitment must maintain confidentiality throughout and after the recruitment process concludes. All information resulting from the recruitment process, including but is not limited to, ratings, interview notes, and committee deliberations, must be held in strict confidential manner and cannot be shared with non-committee members and unauthorized parties.

### **3.7 Clery Act Notification**

The Clery Act is a federal regulation requiring UCR to notify students, employees, and applicants for admission and employment about specific crime statistics, policies, and prevention programs. The Clery Act notification regarding UCR's crime statistics and campus security policies must be provided to applicants upon request.

### **3.8 Implementation**

These procedures are effective August 1, 2014, and replace the 2003 UCR Affirmative Action Recruitment Guidelines for Academic Positions. For questions, please contact the Office of Academic Personnel and the OFSAA.

Contact Information:

#### **Academic Personnel Office**

Email: [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu)

Tel: (951) 827-4847

#### **Office of Faculty and Staff Affirmative Action**

Email: [affirmativeaction@ucr.edu](mailto:affirmativeaction@ucr.edu)

Tel: (951) 827-5604