

ACADEMIC PERSONNEL OFFICE

In support of the University's goal for preeminence among U.S. research institutions, the Academic Personnel Office (APO) facilitates the recruitment, development, and retention of academic employees of the highest caliber.

We provide leadership, training, and assistance on policy issues associated with the employment and advancement of academic employees. APO leads and serves a diverse and internationally renowned academic community.

APO is a dedicated team in support of all academic employees on campus. Whether you need guidance on University of California policy, help with navigating UCR policies and processes, or assistance with employment matters, we are here to help. Below are just some of the services we provide to the campus and the academic community. Visit our website at academicpersonnel@ucr.edu to learn more.



QUICK LINKS

UC's Mission: "The distinctive mission of the University is to serve society as a center of higher learning, providing long-term societal benefits through transmitting advanced knowledge, discovering new knowledge, and functioning as an active working repository of organized knowledge. That obligation, more specifically, includes undergraduate education, graduate and professional education, research, and other kinds of public service, which are shaped and bounded by the central pervasive mission of discovering and advancing knowledge."

<https://www.ucop.edu/about/mission/index.html>

UCR's Principles of Community: We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn.

<https://chancellor.ucr.edu/sites/default/files/2019-01/community.pdf>

Academic Personnel Manual (APM): The APM includes policies and procedures pertaining to the employment relationship between an academic appointee and the University of California. <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/>

The CALL is a UCR document for campus policies and procedures on review procedures for senate faculty. <https://academicpersonnel.ucr.edu/the-call>

Academic Bargaining Units and Contracts: The University of California works hard to build professional relations and negotiate fair agreements with the 15 unions that represent more than 115,172 of our employees. <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/labor-contracts/index.html>

Conflict of Commitment: The University encourages faculty to engage in outside activities that contribute to their respective professions and the community. A conflict of commitment occurs when the commitment to external activities, whether compensated or uncompensated, professional or non-professional, interferes with the successful performance of the faculty member's University obligations. <https://academicpersonnel.ucr.edu/conflict-commitment>

Academic Personnel's Events and Workshops: Find information on events and workshops hosted by the Vice Provost for Academic Personnel and APO <https://academicpersonnel.ucr.edu/events-and-workshops>

Academic Personnel Newsletter: Each academic quarter, APO sends out our newsletter via email to share information about upcoming events, announcements, and the latest APO news with UC Riverside faculty. Click on the links or pictures below to read previous issues of the APO Newsletter: <https://academicpersonnel.ucr.edu/apo-newsletter>



NEW FACULTY ORIENTATION SERIES

- **New Faculty Orientation Breakfast** (part 1 of 6)
Purpose: Welcome new faculty to UCR
Date: Wednesday, September 25, 2024
Time: 9:00am – 12:30pm
Location: Student Health and Counseling Center (SHCC)
- **New Faculty Orientation Lunch** (part 2 of 6) ([by invite](#))
Purpose: Gain pertinent information related to the academic community
Topic: Lunch with Academic Personnel Leadership
Date: Wednesday, January 22, 2025 | **Time:** 12:00pm -1:30pm | **Location:** Alumni & Visitors Center
- **New Faculty Orientation** (part 3 of 6)
Topic: Merit & Promotions Process
Facilitated by: Daniel R. Jeske, Vice Provost for Academic Personnel
Date: Wednesday, February 19, 2025 | **Time:** 1:00pm-3:00pm | **Location:** Virtual
[LINK TO REGISTER](#)
- **New Faculty Orientation** (part 4 of 6)
Topic: Academic Systems (*e-File Plus, UC OATS, UC Recruit*)
Facilitated by: Sara Umali, Director of Academic Personnel Data & Technology
Date: Wednesday, March 12, 2025 | **Time:** 1:00pm- 3:00pm | **Location:** Virtual
[LINK TO REGISTER](#)
- **New Faculty Orientation** (part 5 of 6)
Topic: Academic Benefits & Privileges (*APM700; Leaves, Sabbaticals, and STC's*)
Facilitated by: Sara Umali, Director of Academic Personnel Data & Technology
Date: Friday, April 11, 2025 | **Time:** 1:00pm – 3:00pm | **Location:** Virtual
[LINK TO REGISTER](#)
- **New Faculty Orientation** (part 6 of 6)
Topic: Academic Compensation
Facilitated by: Sonia Kalogonis, Academic Personnel Compensation Policy Analyst
Date: Wednesday, May 14, 2025 | **Time:** 1:00pm – 3:00pm | **Location:** Virtual
[LINK TO REGISTER](#)

FACULTY SOCIAL

- **Senate Faculty Social** (by invite)
Who Should Attend? All faculty and Academic Personnel Staff
Purpose: To bring faculty together from various disciplines across campus to improve community

Date: Thursday, **February 13, 2025**
Time: 2:00pm-4:00pm
Location: **In person** – Outside Hinderaker Hall

OTHER

- **All Faculty & VPAP Caucus**
Who Should Attend? All faculty
Purpose: To highlight academic topics and dialogue with the Vice Provost for Academic Personnel

Date: Friday, **June 6, 2025**
Time: 12:00pm-2:00pm
Location: Virtual / Not Recorded
[LINK TO REGISTER](#)

ACADEMIC PERSONNEL CONTACT INFORMATION

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Information Technology Solutions for Faculty

Accounts Enroll in MFA Enroll in ENS Learn About MyAccount Set up MyAccount Security Log into MyAccount Access UCPATH	IT Help Desk Support Submit a Support Ticket Call for Live Support Request an IT Service	Teaching Resources Use the V-Lab Reserve a Computer Lab Canvas Guidance Request Canvas Access Request Course Merge Request Course Creation Request a Campus Website Learn about RISE ITS Training Resources
Tools Install Zoom Access R'Space Access Email Access Cloud Storage Access Canvas (eLearn) Receive ITS Newsletter	Classroom Support Request Classroom Support Request Software Canvas Instructor Guides Teaching Resources	Stav Secure Policies + Alerts Read Security Advisories Follow Security Policies OFAC Working Program Security Help Report Phishing Emails Request a Consultation Report a Security Concern Police + Safety Services
UCR Network Connect to WIFI Install VPN	Other Support Search the UCR Directory UCR Learning Center Campus Information Academic Personnel Academic Senate UCR Library GET RESOURCES	Tips + Training Follow Key Security Tips Work Securely When Off-Campus Watch Training Tutorials Identify Phishing Emails
Get Help 24/7 IT Support Search the Knowledge Base Check the IT System Status Reset Your Password	Get Software + Apps Zoom Guidance YuJa Guidance Respondus Guidance iGrade Guidance Piazza Q&A Guidance Turnitin Guidance Poll Everywhere Guidance	

XCITE CENTER FOR TEACHING AND LEARNING

THE FUTURE OF TEACHING AND LEARNING STARTS [HERE](#)

➤ We empower faculty to innovatively and inclusively guide an ambitious new generation of bold thinkers in an era of transformative change.

➤ We are a hub of path-breaking research powered by an entrepreneurial spirit, an interdisciplinary focus, and an inquisitive mindset.

➤ We are at the forefront of addressing complex challenges that demand fresh insights, visionary solutions, and inclusive intelligence.