

Date: September 2, 2026

To: Deans and Academic Personnel Directors

From: Daniel R. Jeske, Vice Provost for Academic Personnel

Cc: Academic Personnel Office (APO)
Office of Civil Rights (OCR)

Re: UC Recruit Search Reports for Academic Recruitments



As we prepare for the upcoming academic year, we want to share an important reminder regarding academic recruitment close-out procedures.

As a reminder, **a Search Report must be submitted and approved for every Search Plan within your department.** Because UC Recruit is our system of record for all academic recruitments, accurate and timely reporting is critical for local, UCOP, and OFCCP compliance and analysis.

While this policy is not new, having been originally established in 2015 by former VPAP Ameae Walker, we are updating our enforcement standards to ensure full compliance across all units. Please note the following updates and operational changes:

- **2026–27 Academic Year and Beyond:** Strict enforcement of this policy is now standard practice. The Equal Employment Opportunity (EEO) office will not approve a new academic year Search Plan until all recruitments from the previous year have an approved Search Report on file.
- **Prior Academic Years:** Departments are asked to submit any missing Search Reports for the 2024–25 and 2025–26 academic years. APO and OCR will review submissions to resolve any incomplete recruitments from these years.

We appreciate your leadership and partnership in keeping our recruitment processes compliant, transparent, and accurate. Please share this reminder with your Search Committee Chairs, department staff, and Recruit Analysts.

If you have any questions or require system support, please reach out to our team at aprecruit@ucr.edu. For compliance questions, please contact eeo@ucr.edu.

Enclosure

- VPAP A. Walker Letter dated May 22, 2015



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May 22, 2015

Dear Colleagues,

As you know, UC Recruit is the system of record for Academic Recruitments at all UC campuses. The system serves as the single repository for applicant and search committee data and is utilized by UCOP to run regular reports provided to the Regents. In addition, Compliance offices systemwide, including the UCR Office of Faculty and Staff Affirmative Action (OFSAA), relies on the data in UC Recruit to run analysis required by the Office of Federal Contract Compliance Programs (OFFCP).

[AP Recruit](#) (our local instance of UC Recruit), is the system of record for Academic Recruitments at UCR. Full documentation, including *interview materials*, must be maintained in AP Recruit for each search to satisfy the requirements of various agencies, which may post-audit any recruitment, particularly in the face of a complaint by any unsuccessful candidate. Interview Materials are defined as follows (this definition will be added to the Academic Hiring Toolkit):

- a. Written Justification of the interview outcome for each candidate
 - i. Interview Notes for each candidate from each search committee member AND/OR
 - ii. Notes from faculty discussion regarding each interview candidate
- b. Itinerary for each interview candidate

In order to ensure that each search is properly “closed out” and has the correct data for UCOP/Compliance reporting AND that all documentation related to each recruitment is uploaded, **Search Reports** will need to be submitted and approved for every search plan in your department/ORG beginning with the 14-15 AY.

Please note that Search Plans for the following Academic Year WILL NOT be approved until all previous years recruitments (14-15AY and later) have an approved Search Report on file and the Search Plan has been made inactive. Recruit Analysts in your department/ORG must submit Search Reports for approval 30 days after a search is completed. [Search Report Guidelines](#) are located on the [AP Recruit Information site](#). You will be notified prior to the 15-16AY if your department is missing any required Search Reports for the 14-15AY.

Additional information regarding Interview Materials included Frequently Asked Questions, Best Practices and sample forms will be developed by the AP Recruit Campus Implementation Team and posted to the AP Recruit Information site next month.

If you have questions, please email aprecruit@ucr.edu.

Best Regards,

A handwritten signature in cursive script, appearing to read "Ameae M. Walker".

Ameae M. Walker
Vice Provost for Academic Personnel