

This document is a job aid outlining the standard UC Recruit approval workflow for academic recruitments. It is intended to provide operational guidance does not supersede University policy.

I. Definitions

A. Key Personnel and Roles

- **Equity Advisor:** Each College and School has one or more faculty designated as Equity Advisors. These faculty provide training to search committee members and serve as resources for committee members, supervisors, the Office of Civil Rights (OCR), and Unit Heads in recruitment.
- **Compliance Liaison (CL):** A member of the search committee responsible for ensuring that all aspects of the recruitment process are fair, unbiased, and in compliance with campus policies, procedures, and UCR's commitment to equal employment. See the [Job Aid](#).
- **Approvers:** Individuals who are responsible for the formal oversight and approval of the search plan, applicant pool reports, shortlist reports, and search reports.
- **Optional Steps:** Workflow participants who receive informational access to reports but are not required to provide approval for the process to move forward.

B. Documents and Reports

- **UCRecruit:** The secure online platform for managing all stages of academic recruitments.

Document/Report	Purpose	UCRecruit Managed?
Search Plan	Also known as recruitment plan, this outlines how a department will identify and recruit candidates for an open academic position.	Yes
Search Waiver	Request to hire directly without an open recruitment. Refer to Search and Search Waiver Guidelines .	Yes
Applicant Pool	Report of aggregated demographic data of qualified applicants who have completed their applications and have been marked as "Meets Basic Qualifications"; reviewed by OCR.	Yes
Long List	A list of preliminary candidates managed internally by the department.	No
Shortlist	This report shows the applicants selected from the Long List for finalist interview.	Yes
Search Report	Report with summary information about the recruitment, including information about any applicants with the status "Proposed Candidate" or later, and any files uploaded to the Documentation section.	Yes

II. UC Recruit Review and Approval Workflows:

- System-Mandatory Steps (Blue): Required by the system; cannot be removed or altered.
- Custom Steps (Gray): Departments may *manually* add additional optional steps as needed on a per recruitment basis.
- Fixed Controls: Standard system steps, Office of Civil Rights (OCR) reviews, and final decision authorities cannot be modified.

1. Search Plan



2. Search Waiver Target of Excellence (TOE) Only



3. Search Waiver All Others



4. Applicant Pool (new as of 2/26/2026)



5. Short List



6. Search Report



III. Policy: These guidelines are intended to provide operational guidance and do not supersede the Academic Personnel Manual (APM), applicable collective bargaining agreements, or other University policy. In the event of any conflict, the APM, applicable collective bargaining agreements, and University policy shall govern.

IV. For questions or support:

- Faculty: Consult with your department analyst or the Dean's office about policy-related questions. List of Subject Matter Experts (SME) by college/school, visit the support page at: <https://academicpersonnel.ucr.edu/aprecruit-contacts>.
- Department staff: Consult with your Dean's office about policy-related questions.
- For compliance with non-discrimination laws: eeo@ucr.edu. For Equal Opportunity and Nondiscrimination Training, visit the EEO webpage at: <https://compliance.ucr.edu/equal-opportunity-nondiscrimination-training>.
- For technical and system assistance: aprecruit@ucr.edu