


Date: December 4, 2015

To: Deans, Department Chairs, Search Committee Chairs, and Affirmative Action Compliance Officers

From: Ameae Walker, Vice Provost for Academic Personnel 

Cc: Paul D'Anieri, Provost and Executive Vice Chancellor
Ken Baerenklau, Associate Provost
Elizabeth Sanchez, Interim Director, Office of Faculty and Staff Affirmative Action
Academic Personnel Directors

Re: Diversity Statement Requirement for Academic Positions
Effective Date December 4, 2015

On behalf of Provost D'Anieri, I am announcing an important change to our hiring procedures that will promote greater diversity of candidates in every phase of the process. Specifically, all searches must require a Diversity Statement from all applicants rather than making these statements an optional component of the application package.

If your search is not yet published or open, please work with your recruit analyst to ensure the Diversity Statement is required in AP Recruit and that this coincides with wording in the advertisement. If your search is already published or open and the shortlist has not yet been developed, please work with your recruit analyst to send an e-mail to all applicants about this new requirement. This must be done because retroactive changes cannot be made in AP Recruit after the first applicant has applied. It is straightforward to send the same e-mail to all applicants from within AP Recruit, but you will also need to make sure you do this for additional applicants as they come in. For instructions on how to send a "bulk email" in AP Recruit, refer to pages 36-37 of the [AP Recruit User Guide](#). Here is a template for the email notification:

Thank you for submitting your application to [search name] at UC Riverside. Due to a recent administrative change that we were unable to program in AP Recruit (our online academic recruitment system), I am writing to notify all applicants for this search that a diversity statement must be submitted for an application to be considered complete. In AP Recruit, submission of the diversity statement is currently listed as optional. The diversity statement addresses potential contributions to academic diversity. If you have not already done so, please upload your statement before [date] to be ensured full consideration in this search.

If you have any questions about this policy change, please contact Associate Provost Ken Baerenklau at associateprovost@ucr.edu. If you have questions related to managing your search in AP Recruit, please contact your recruit analyst or the Office of Academic Personnel at aprecruit@ucr.edu.