

May 12, 2023

To: Deans

From: Dan Jeske, Vice Provost for Academic Personnel (VPAP)



Cc: Liz Watkins, Provost and Executive Vice Chancellor
Mariam Lam, Vice Chancellor and Chief Diversity Officer
Kiersten Boyce, Associate Vice Chancellor and Chief Compliance Officer
Academic Personnel Office (APO)
Academic Senate Office
Academic Personnel Directors (BCOE, CHASS, CNAS, SOB, SOE, SOM, SPP, UNEX, VPUE)

Re: Delegation of Authority for Academic Search Plans

This is to inform you of the delegation of authority for **academic Search Plans**. In order to be as time-efficient as possible, effective July 1, 2023, Deans, or equivalent, have authority to approve academic search plans in APRecruit. This cannot be redelegated.

Academic Search Waivers will continue to be routed to me via APRecruit for review and final decision.

Shortlist Reports will continue to be routed to the Office of Equal Opportunity/Affirmative Action (EO/AA) for review and final decision.

When reviewing search plans, please be reminded of the following:

1. **Diversity Statement Requirement for Academic Positions** – all searches must require a Diversity Statement from all applicants rather than making these statements an optional component of the application package (see memo dated December 14, 2015, [link](#)).
2. **Search Committee Training Requirement for Academic Recruitments** –all search committee members are required to complete two (2) educational activities and these must be completed before a search can move forward (see memo dated September 30, 2022, [link](#)). The dean's offices will be responsible for checking that the requirement has been completed and holding the approval on any search plans if the training requirement has not been completed.
3. **Search Report Requirement** – 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. Search Plans for the following Academic Year must not be approved until all recruitments from the previous year have an approved Search Report on file.

The dean's office will oversee the tracking, coordination, and compliance of the required training requirement. APO has been working with the dean's offices to ensure that a transition plan is in place prior to the deployment date.

Additionally, an annual post audit of academic search plans and the requirements above may be done in consultation with EO/AA.

APO will make the approval workflow changes in APRecruit on July 1, 2023.