FREQUENTLY ASKED QUESTIONS (FAQ): DIVERSITY STATEMENT POLICY UPDATE

(Re: Vice Provost Ameae Walker Memo [link] dated 12/4/2015)

Q1: Why are we requesting a Diversity Statement?
Per APM 210-1(d): The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or research in a scholar's area of expertise that highlights inequalities."

Q2: Does the policy change apply to all recruitments in AP Recruit?
Yes, for all open and future academic recruitments with the exception of temporary (one year or less without an expectation of renewal) recruitments.

Q3: Does the applicant status in APRecruit need to be adjusted from Complete to Incomplete?
No, the **status** does not need to be changed. This applies to recruitments that are published/open prior to 12/4/15 wherein the Diversity Statement was included as an optional document.
For recruitments wherein the Diversity Statement was included as a mandatory document, the system will automatically update the status once all mandatory documents and/or reference requirements have been received.

Q4: If the review of the applications has started, do you need to send the notification?
If the committee has reviewed a substantial proportion of the applicants (25 or more) and/or have determined a long short list, then the notification regarding the Diversity Statement does not need be sent. Otherwise, the notification must be sent. If you are unsure, contact aprecruit@ucr.edu and affirmativeaction@ucr.edu.

Q5: Who is responsible for sending the notification to applicants?
The Search Committee Chair is responsible for sending the notifications to applicants.

Q6: Who will monitor/review that the Diversity Statement has been received?
The Search Committee Chair and the Affirmative Action Compliance Officer (AACO) are responsible for managing applicants.

Q7: How much time do applicants have to submit a Diversity Statement?
Taking into consideration the review date for the recruitment, applicants should be given at least 1-2 weeks from the date of the notification to respond. A rapid follow up e mail should be used to remind those who have not promptly responded.

Q8: How do you manage applicants if the recruitment close date or final date have passed and applicants cannot update their own application?
The applicant must be advised to send the document via email to the Search Committee Chair, AACO or Recruit Analyst. Any one of these AP Recruit roles can upload the document in the system.

(Re: Vice Provost Ameae Walker Memo [link] dated 12/4/2015)

Q9: How do you manage new applications that are received after the initial memo?
All applicants must be treated equally and given the same notification and opportunity to submit the required document. As soon as an applicant applies, AP Recruit places them into the "Unknown" category. Users may use this filter to find new applications.

Q10: How do you manage applicants who do not submit a Diversity Statement?
Applicants are managed using the following workaround. The Basic Qualifications must be marked as Does Not Meet and the Disposition Reason is "Application was incomplete, materials submitted were not the required materials." For instructions on how to mark applications with Basic Qualifications, see pages 38-41 of the AP Recruit User Guide [link].

Q11: How do you evaluate the Diversity Statement?
Evaluation should consider the rank (junior/senior) of the applicant. A more senior applicant may have had more opportunity to foster diversity than would a junior applicant. One cannot expect applicants to necessarily have had past experience and so some will be judged on declared motivation and ideas about how to make a difference. An optional Applicant Evaluation Form [link] has been produced to aid you in consistently evaluating applications.

Q12: Does the information on the Diversity Statement violate the federal anti-discrimination hiring laws and could it be used against an applicant? Since production of a diversity statement is being asked of all candidates and the content of the statement is entirely the responsibility of the candidate, there is no violation of federal anti-discrimination laws. Examination of the diversity statement is but one component of the holistic review of all applicant files.

Q13: Where should the Diversity Statement be uploaded in the applicant's file if it was not originally designated as an optional document?
The Diversity Statement may be uploaded under Misc/Additional Documents.

Q14: How do you manage questions that are received from the applicants?
The Search Committee Chair and the Affirmative Action Compliance Officer (AACO) are responsible for managing applicants. The Office of Academic Personnel (APO) and Office of Faculty and Staff Affirmative Action (OFSAA) are available to assist, as appropriate. You may send an email to aprecruit@ucr.edu or affirmativeaction@ucr.edu for assistance.

Q15: Do you need to upload any other documents related to this policy change?
A copy of the email that was sent to the applicants must be uploaded under the Search Plan section under the Documentation tab. You may upload the VPAP memo under the Search Plan section under the Documentation tab. For more information regarding record-keeping and documentation see page 21 of the AP Recruit User Guide [link].

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.