VICE PROVOST FOR ACADEMIC PERSONNEL   HTTP://academicpersonnel.ucr.edu
UNIVERSITY OF CALIFORNIA RIVERSIDE
900 UNIVERSITY AVE – 369 SURGE BUILDING
RIVERSIDE, CALIFORNIA 92521
(951) 827-2304

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,

Ameae M. Walker
Vice Provost for Academic Personnel

AMW:adt