

## Sara Jane Umali

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**From:** Sara Jane Umali  
**Sent:** Tuesday, January 7, 2020 2:05 PM  
**To:** Angelique Butler (ajbutler@engr.ucr.edu); Tiffany Lindsey; Michael Haeberle; Elizabeth H Reynolds; Joy Salas; Tavia Rivera; Dorria Burgess; Ana Kafie; Monica Miller; Brenda Carrion; Wydette Morales; Jasmine Salas; Angie Velazco; Yvonne Michel; Veronica Valenzuela  
**Cc:** VPAP; UCR Recruit Support; academicpersonnel@ucr.edu; Affirmativeaction; Willis Sirvarie Harris III; APDstaff@ucr.edu; Esperanza Steward; Ann Frenkel  
**Subject:** UPDATE: New Self-Identification Survey Questions in UC Recruit and New Roles in UC Recruit (effective Jan 9, 2020)  
**Attachments:** 2019-12-13 FINAL FAQs for UC Recruit Applicants.pdf  
**Importance:** High

Dear AP Recruit SMEs,

Please be informed of the following changes coming to AP Recruit beginning January 9, 2020.

### (1) New Self-Identification Survey Questions

Beginning on January 9, 2020, AP Recruit will launch two new self-identification survey questions that will be available to applicants applying for academic positions. The new survey questions will invite applicants to self-identify their sexual orientation and gender identity when they are completing a job application in AP Recruit. Currently, the questions in AP Recruit invite applicants to voluntarily self-identify their binary gender, race/ethnicity, disability status, and protected veteran status during the hiring process. In July 2019, UCPATH launched the new survey questions for employees to self-identify their sexual orientation and gender identity. UC Recruit will now include the same questions for applicants to enable the University to better understand, support, and recruit LGBTQ applicants.

Below is background information regarding the collection of demographic data.

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On October 8, 2011, Governor Jerry Brown signed Assembly Bill 620, which included a request that UC provide the opportunity for students, faculty, and staff to report their sexual orientation, gender identity, and gender expression on any form used to collect demographic data.

In 2012, UC President Mark Yudof created and charged the UC Task Force and Implementation Team on Lesbian, Gay, Bisexual and Transgender Climate & Inclusion (LGBT Task Force) with developing priorities, strategies, and expected resource requirements to advance recommendations submitted by the LGBT Working Group of the President's Advisory Council on Campus Climate and Inclusion.

The LGBT Task Force issued a report to UC President Janet Napolitano in June 2014 that, among other things, recommended providing students and employees with the opportunity to self-identify their sexual orientation, gender identity, and gender expression.

Since the initial LGBT Task Force recommendations, terminology and best practices have changed. Subsequently, an internal workgroup within UCOP, in consultation with campus-level LGBTQ directors and scholars, Chief Diversity Officers, and IT professionals, re-visited the appropriateness and completeness of the questions developed in 2014. A cross-organizational workgroup updated the questions and recommended that the questions be consistent across all systems that collect demographic data (e.g., UCPATH, TAM, UC Recruit). The questions are currently available in UCPATH to employees.

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In order to assist users with the implementation of the new survey questions, UCOP developed a document that contains Frequently Asked Questions (FAQs) for Applicants in AP Recruit (attached). The FAQs for applicants were developed from the existing FAQs for employees but modified for applicants applying to academic positions in AP Recruit. The modified FAQs were developed in consultation with the UC Recruit Governance Board, Systemwide Employee Relations, Systemwide HR Compliance, Systemwide IT Policy and Security, and the Office of General Counsel. The FAQs will help applicants understand why the questions are being asked, who will have access to the data, and how the data will be used. The FAQs will be accessible to all applicants when they are in UC Recruit completing the application process.

**(2) New Roles in AP Recruit**

The new self-identification survey questions (related to gender identity and sexual information) are classified by UC under the highest level of protection, Protection Level 4 (“P4”). This is the same protection level used for social security numbers, medical records, and other Personally Identifiable Information (PII). The AP Recruit system is classified at P4 and must have the highest classification of the most sensitive data elements. The UC Recruit project team has implemented the following additional technical enhancements to secure P4 institutional information from unauthorized disclosure and reduce risk to UC.

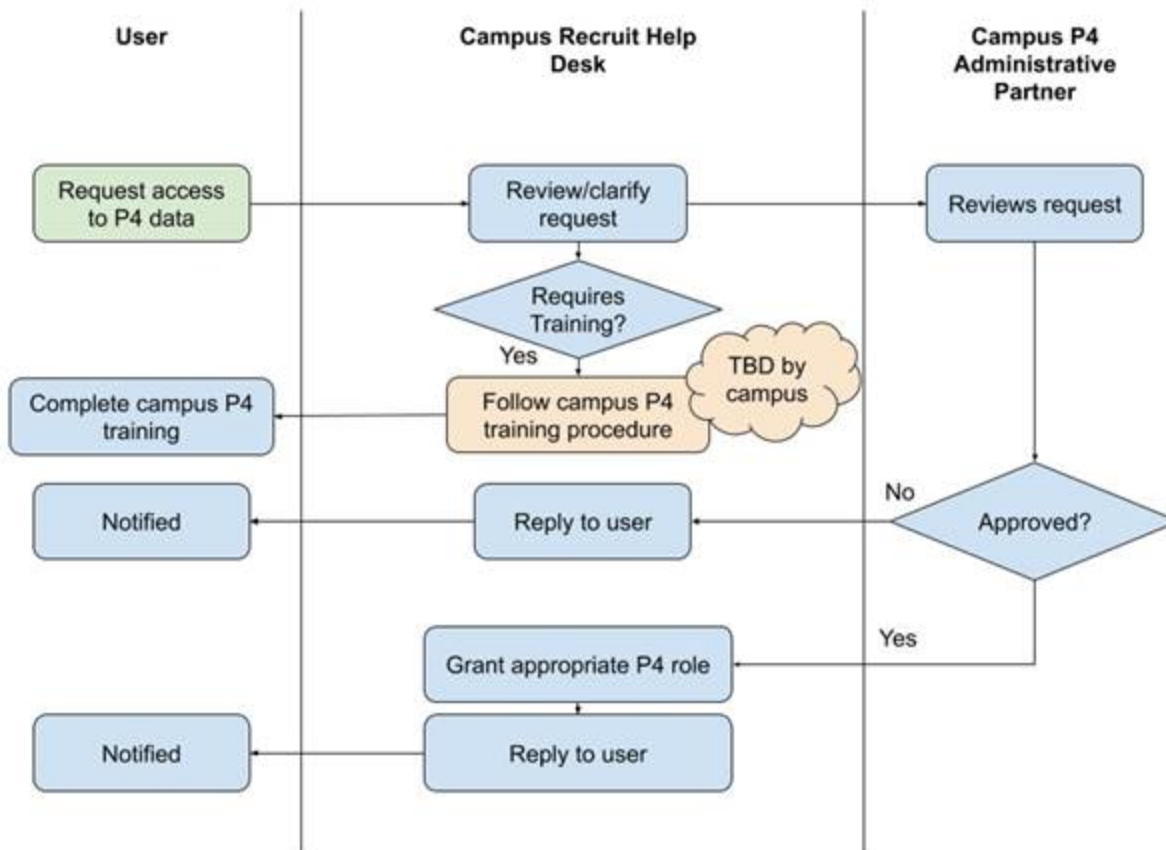
Due to the increased need for enhanced security, the UC Recruit project team has created three new roles to consolidate access for individuals that have a legitimate business need to access demographic data. Only these three new roles will have access to view P4 data.

<b>New P4 Role:</b>	<b>Access to:</b>
Race/Ethnicity Data Analyst	View race/ethnicity for individual applicants
Gender Identity Data Analyst	View gender identity for individual applicants
Sexual Orientation Data Analyst	View sexual orientation for individual applicants

In addition to the roles above, our campus will identify at least one person to serve as the **IS-3 Administrative Partner (“Admin Partner”)** responsible for granting and revoking access to UC Recruit’s P4 data. The Admin Partner would grant one or more of the above roles to users who have a legitimate reason to process the data. These roles are intended to be used in conjunction with other roles that provide access to applicant data.

Currently, a few roles have access to this individual P4 race/ethnicity data including Equity Advisors, Diversity Analysts, and Recruit Administrators. With the release of the new survey, these roles will lose access to identified race/ethnicity data. To retain access to the race/ethnicity data, the Admin Partner must assign the individual requesting access the Race/Ethnicity Data Analyst role in addition to their existing role. Below is the recommended vetting and granting access to P4 institutional information. At this time, the minimum required training is the UC Cyber Security Awareness Fundamentals (available through the [UC Learning Center](#)).

To request the new P4 role, please send an email to [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu). Please include the following information: Name, UCR NetID, Org, Reason for the Request.



APO is in the process of developing AP Recruit Guidelines regarding data privacy compliance and reporting. We will keep everyone posted.

For questions or more information, please send an email to [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu).

Thank you for using AP Recruit.

Best regards,  
Sara



**AP Recruit Administrators**

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Website: <https://academicpersonnel.ucr.edu/aprecruit>

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