Date: July 27, 2017

To: UCR Faculty

From: Ameae M. Walker
          Vice Provost for Academic Personnel (VPAP)

Cc: Cynthia K. Larive, Interim Provost and Executive Vice Chancellor
          Ken Baerenklau, Associate Provost
          Dylan Rodriguez, Chair of the Academic Senate, Riverside Division
          Deans
          Nicole Butts, Director, Equal Employment & Affirmative Action
          Academic Personnel Directors

Re: Search Committee Training Requirement for Academic Recruitments

Effective immediately all search committee members are required to complete two (2) educational activities
and these must be completed before a search can move forward.

The following must be completed for Searches for Ladder Rank Faculty and Searches for Other Academics.

"Equal Employment, Affirmative Action and the Academic Hiring Process" (online) – all search
committee members must take the online tutorial in the Learning Management System (LMS) (access
through R'Space). It is located under "Recruitment and Selection". Note that there is a course for staff
with a similar name under "Diversity" so make sure you are taking the correct course. This course is
open for all at all times and completion is good for a two-year period. This is a pre-requisite for
attendance at the in-person workshop. The course covers equal opportunity and affirmative action laws
and proposition 209 as they pertain to academic searches. This replaces the previous online requirement.

The following must be completed for Searches for Ladder Rank Faculty.

"Promoting Faculty Diversity" (in-person) – completion of "Equal Employment, Affirmative Action
and the Academic Hiring Process" is a pre-requisite for attendance.

For searches that have recently been approved or will likely be soon, please make sure that you complete the
online tutorial as soon as possible. The LMS system will be down after 5pm July 28th until August 7th.

The next in person workshop will occur on August 9th from 10:00am to 11:30am in INTS 1113. Future in
person workshops are scheduled for
     1)September 6th 1:00-2:30pm, INTS 1113
     2)October 10th 9:30am-11:00am, INTS 1113
     3)November 9th 2:00pm-3.30pm, INTS 1113
     4)December 6th 9:00am-10:30 am, INTS 1113

For questions or more information, please send an email to academicpersonnel@ucr.edu.