Date: September 30, 2022

To: UCR Faculty

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

Cc: Ken Baerenklau, Associate Provost
             Kiersten Boyce, Associate Vice Chancellor and Chief Compliance Officer
             Mariam Lam, Vice Chancellor & Chief Diversity Officer
             Elizabeth Watkins, Provost and Executive Vice Chancellor
             Academic Personnel Directors

Re: Search Committee Training Requirement for Academic Recruitments

This memo replaces the correspondence dated July 1, 2017. The original memo described the required educational activities that all search committee members must complete before a search can move forward.

These are the activities that must be completed.

Searches for all Academic Appointees

1. **"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 is a pre-requisite for attendance at the in-person workshop described below in (2). The course covers equal opportunity and affirmative action laws and proposition 209 as they pertain to academic searches. This replaces the previous online requirement.

Searches for Senate Faculty

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

Previously, completion of these activities were good for a two-year period. Effective July 1, 2022, completion of these activities is good for a three-year period. The chart below provides a *general guide*. As long as your training is valid when the search committee starts reviewing files, you do not need to train again. For example, if your training goes through December 2022, and the search committee begins reviewing files (i.e., the pool of applicants is opened to all the search committee members to begin their review) in December 2022 but does not finish until February 2023, you do not need to train again.

Year Training Taken	Eligible to Serve on Search Committees
2020	2020-21, 2021-22, 2022-23
2021	2021-22, 2022-23, 2023-24
2022	2022-23, 2023-24, 2024-25
2023	2023-24, 2024-25, 2025-26
2024	2024-25, 2025-26, 2026-27

For questions or more information, please contact the Academic Personnel Director in your Dean's office or send an email to academicpersonnel@ucr.edu.