

Date: February 14, 2025

To: FACULTY, ACADEMIC APPOINTEES, DEANS, ACADEMIC PERSONNEL STAFF AND CFAOS

From: DANIEL JESKE, VICE PROVOST FOR ACADEMIC PERSONNEL
ACADEMIC PERSONNEL OFFICE

Re: **AB 1905 Information and Campus Guidance**

On January 1, 2025, A new bill was signed into California state law that requires the University to adopt a written policy regarding official letters of recommendation as a condition of receiving state funding. Official letters of recommendation are endorsed by the University and represent the views of the employer.

In addition, APM 036 is being revised to include this requirement. Information on the revision of APM 036 can be found here:

<https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policies-under-review/apm-036.html>

Most letters of recommendation written by faculty members and other academic appointees are not considered an Official Letter of Recommendation. Instead, they are personal references/letters of recommendation that do not serve as an Official Letter of Recommendation from the University. Personal references/letters of recommendation represent the views of the individual letter writer and are provided in an individual capacity. University letterhead and/or a university email address can still be used, if the letter clearly states that it is written from a personal perspective, and the letter is not written on behalf of the University.

To ensure that your letter is not considered an official letter of recommendation, please add the following (or similar) language to your personal references/letters of recommendation: “The following recommendation represents my personal perspective working with [name] and does not represent the viewpoints of UC Riverside or the University of California system.”

Official Letters of Recommendation are prohibited if it is determined the employee is a respondent in a sexual harassment complaint and any of the following has occurred:

1. There is a “final administrative decision” (sustained finding) that the employee committed sexual harassment.

2. The employee resigned while an investigation is pending and before a final administrative decision is made.
3. The employee enters a settlement with the University based on the allegations arising from the sexual harassment complaint.

Before providing an Official Letter of Recommendation to an employee (academic, staff, or student), **there must be a consultation with the appropriate entities** to determine if the employee is a respondent in a sexual harassment complaint filed with the University. If you think you need to write an official letter of recommendation, please contact the Academic Personnel Office via academicpersonnel@ucr.edu for assistance with the necessary consultation.

Sincerely,



Daniel Jeske
Vice Provost for Academic Personnel

cc: PROVOST AND EXECUTIVE VICE PRESIDENT WATKINS
CHIEF CAMPUS COUNSEL PENALOZA
CHIEF COMPLIANCE OFFICER BOYCE
VICE PROVOST & DEAN OF GRADUATE STUDIES KOS
VICE PROVOST FOR ADMINISTRATIVE RESOLUTION BRISK
ASSOCIATE VICE CHANCELLOR/CHRO NAJERA
ASSOCIATE PROVOST & CHIEF OF STAFF BAERENKLAU
ASSISTANT VICE PROVOST FOR ACADEMIC PERSONNEL NAPPER
ACADEMIC SENATE OFFICE