

**SEARCH COMMITTEE TRAINING REQUIREMENT FOR ACADEMIC RECRUITMENTS**  
**FREQUENTLY ASKED QUESTIONS (FAQ)**

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(Re: Vice Provost Ameae Walker Memo [\[link\]](#) dated 7/27/2017)

**Q1: Why are these trainings being required?**

Per [APM 210-1\(d\)](#): The University of California is committed to excellence and equity in every facet of its mission. Contributions in all areas of faculty achievement that promote equal opportunity and diversity should be given due recognition in the academic personnel process, and they should be evaluated and credited in the same way as other faculty achievements. These contributions to diversity and equal opportunity can take a variety of forms including efforts to advance equitable access to education, public service that addresses the needs of California's diverse population, or research in a scholar's area of expertise that highlights inequalities."

**Q2: Does the training requirement apply to all recruitments in AP Recruit, including Executive Searches?**

For Ladder Rank searches, the following must be completed: (1) "Equal Employment, Affirmative Action and the Academic Hiring Process" (online) and (2) "Promoting Faculty Diversity" (in-person).

For searches for Other Academics, the following must be completed: (1) "Equal Employment, Affirmative Action and the Academic Hiring Process" (online).

**Q3: What falls under the "Other Academic" category?**

For this memo, other academics refer to non-ladder rank faculty. Ladder rank faculty are professorial series, clinical professor of dentistry, and supervisor of physical education series.

**Q4: Is this an annual requirement or can this be done every other year?**

"Equal Employment, Affirmative Action and the Academic Hiring Process" (online) is good for a two-year period.

"Promoting Faculty Diversity" (in-person) is an annual requirement.

**Q5: Is the training required to be completed prior to the approval of the search plan? Or does this mean that the training must be completed before the members review the applications?**

The members must complete the training prior to the recruit analyst submitting the search plan for approval. For searches approved or in process before announcement of this requirement, search committee members should complete the training as soon as possible. The Vice Provost for Academic Personnel (VPAP) has contacted members of recently approved search committees.

It is highly recommended that all parties involved in the search process plan ahead of the scheduled training dates.

**Q6: Who is responsible for tracking who has completed the online and in-person training?**

The Provost's Office. For assistance, you may send an email to [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu). Additionally, the faculty member must forward a copy of the LMS email confirmations to the recruit analyst who is overseeing the search. The recruit analyst will upload a PDF copy of the confirmations in APRecruit under Documentation. It is highly recommended for units to complete this process before submitting a search plan to avoid any delays.

It is also strongly recommended that units develop a workflow that is aligned with their respective processes to support this requirement.

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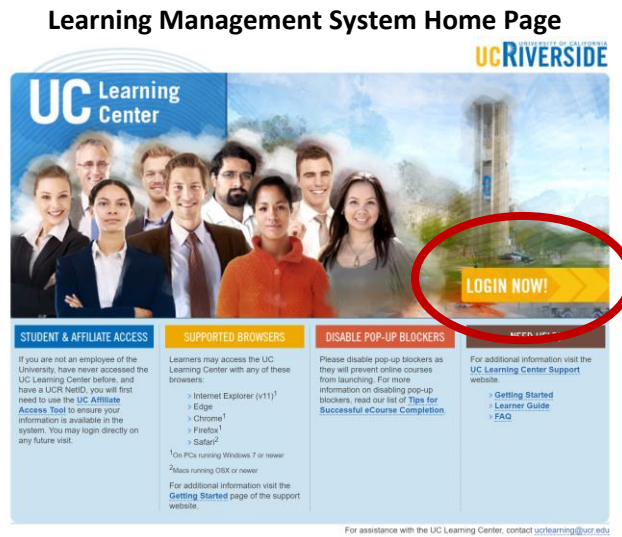
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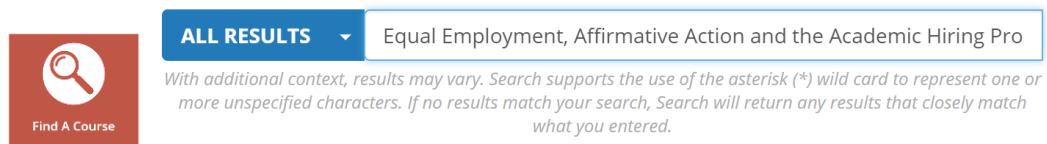
### Q7: How do I register? Do I need to register?

Yes, registration is required.

To register for “Equal Employment, Affirmative Action and the Academic Hiring Process” (online training) go to the Learning Management System (LMS) at <http://ucrllearning.ucr.edu/>. You will need a valid UCR NetID and password to login.



- ✓ Click Find A Course, search for Equal Employment, Affirmative Action and the Academic Hiring Process and hit Enter.



- ✓ Under Activity, click Start to begin the online training or View Details to get more information on the training.



- ✓ The course is 30 minutes in length and is a prerequisite for the in-person training, “Promoting Faculty Diversity.”
- ✓ The system sends an automated notification upon registration and completion of the course.

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To register for “Promoting Faculty Diversity” (in-person training) go to the Learning Management System (LMS) at <http://ucrllearning.ucr.edu/>. You will need a valid UCR NetID and password to login.

**Note:** Before signing up for the in-person training, completion of “Equal Employment, Affirmative Action and the Academic Hiring Process” (online) is required. You will not be able to register if you have not completed the online course.

- ✓ Under Find A Course, search for Promoting Faculty Diversity and hit Enter.



- ✓ Under Activity, click Start to Register or View Details to get more information on the training.



- ✓ The in-person training is 1 hour and 30 minutes in length.
- ✓ Select your preferred date and then click Submit.
- ✓ Once the registration is successfully completed, you will receive an automated notification with the details of the training.

**Q7: Who schedules the in-person training and where can users find the latest schedule?** The schedule is present on the LMS site and was distributed as part of the announcement email. There may be additional workshops scheduled, according to need.

If you have any questions about this requirement, please contact the Academic Personnel Office at: [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu).

If you have questions related to managing your search in AP Recruit, please contact your recruit analyst or the Office of Academic Personnel at [aprecruit@ucr.edu](mailto:aprecruit@ucr.edu).