DATE: September 14, 2015

TO: UC Recruit Users

FROM: Cindy Doherty, Academic Personnel Director
         Ricardo Alcaíno, OEOSH/TC Director

RE: Departmental Equity Advisor Role

As you are aware, effective September 1, our campus discontinued the use of the paper Academic Recruitment Packet and started the use of the search functionalities within **UC Recruit** to document, review, and approve all recruitment activities. During the first week of the new feature deployment, it was discovered that the system design does not allow departmental staff to explicitly designate an existing committee member as a **Departmental Equity Advisor** on a per-recruitment basis. The following are the new instructions to designate **Departmental Equity Advisors** in **UC Recruit** (which are different from the directions provided during campus UC Recruit training on August 20, 26, and September 2):

The **Departmental Equity Advisor** should be assigned as a **Faculty Editor** as part of the Core Committee, in the Committee management section, under the Search Info tab. Within **UC Recruit**, the role of **Departmental Equity Advisor** will become synonymous with the role of **Faculty Editor**. To keep the distinction of the Equity Advisor role, only one individual should normally be assigned the role of **Faculty Editor** per each search committee. All other committee members will be assigned the role of Faculty Reviewer. In the event that more than one person is assigned the committee role of **Faculty Editor**, a written statement from the **Departmental Equity Advisor** will need to be uploaded to the Search Plan Documents section, in the Documentation section, under the Search Info tab. The statement will have the following information:

1. Name of the Departmental Equity Advisor for the recruitment in question
2. Explanation of the business need to grant other committee members higher-level access to the application materials (Faculty Editor Role)
3. Acknowledgement of the **Departmental Equity Advisor's** understanding of the viewing rights, the corresponding accountability standards, and his or her consent to extending these viewing rights to the additional **Faculty Editor(s)**.

We apologize for any inconvenience this may cause. For technical assistance, please contact AAIT at x2495 or help@aait.ucsb.edu. For non-technical questions, please contact your appropriate Academic Personnel Analyst.