

September 13, 2013

Advisory to Deans #AA2013-08

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS,
ASSISTANT DEANS, AND ACADEMIC PERSONNEL ANALYSTS**

RE: New Process for Approval of Interim Recruitment Reports

Dear Colleagues:

Beginning immediately, I am instituting a change to our recruitment process for ladder-rank faculty searches. Specifically, all Interim Recruitment Reports (IRR) will now be reviewed and approved by Academic Affairs, as well as by the deans. These two reviews will occur concurrently so as not to add more time to the process, but must be completed before any candidates are contacted. (This change is an adjustment of [UCD APM 500 §VI.A.](#))

To ensure an efficient IRR review process, we ask that departments send IRRs to their Dean's office and to Academic Affairs at the same time. This will minimize delays and facilitate early consultation between the dean and Academic Affairs in the event that concerns are identified.

To enhance the efficiency of this process, I ask that the IRR reports be submitted to two members of Academic Affairs: Associate Vice Provost for Faculty Equity and Inclusion Phil Kass at phkass@ucdavis.edu **and** Data Coordinator Everett Wilson at ewilson@ucdavis.edu. (Please include the text "IRR:" followed by the department name in the subject line of the email message.) If the Associate Vice Provost is not available to review the IRR in a timely manner, the Data Coordinator will engage me as the back-up reviewer.

Thank you in advance for your support of this new process. If you have any specific feedback, please let me know, as I plan to assess the process in the coming year.

Sincerely,



Maureen L. Stanton
Vice Provost—Academic Affairs
Professor—Department of Evolution and Ecology

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