Role of the Compliance Liaison (CL) on the Staff and Academic Search Committees

Definition

The Compliance Liaison (CL) is a member of the search committee responsible for ensuring that all aspects of the recruitment process are fair, unbiased, and in compliance with campus policies, procedures, and UCR's commitment to equal employment.

Purpose of Designating a Compliance Liaison

Maintain a fair process that is free from discrimination.

- UCR is an Equal Opportunity Employer and is committed to a fair and equitable selection process free from any form of illegal discrimination.
- UCR believes that all search committee members should be committed to a fair search process and understand their obligations as search committee members.
- Assigning the CL responsibilities to one of those search committee members demonstrates the importance UCR places on the fair and equitable search process, consistent with UCR's obligations as a Federal and State contractor.
- Establishing a CL role is considered a good-faith effort to prevent discriminatory practices in accordance with relevant federal and/or state non-discrimination programs (e.g., UCR California Non-Discrimination Program, UCR Affirmative Action Plan for Protected Veterans and Individuals with Disabilities).

EQUAL OPPORTUNITY STATEMENT

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories under state or federal law. It is the policy of the University of California to undertake affirmative action and anti-discrimination efforts, consistent with its obligations as a Federal and State contractor.

COMPLIANCE LIAISON RESPONSIBILITIES

#1 Know and Access Resources

To familiarize themselves with UC policies, procedures, and other resources available for search committees, and understand where to find them.

#2 Ensure Fair Review Process

To ensure fair and equitable treatment of all applicants during the recruitment process, including applicant review, interviews, and post-interview discussions of applicants.

Ensure Fair and Equitable Review Process

To safeguard a fair and equitable review process of applicants, CL makes sure that:

- All eligible applications (received within the required posting period or when expressions of interest are downloaded) must be screened, preferably by multiple search committee members.
  Note: Screening for minimum and preferred qualifications should follow local guidelines and procedures. The process may include search committee members, departmental HR, or Central HR; for more details, refer to the PPSM-20 Local Procedure.
- The focus of the screening is the comparison of the candidate's experience, background, and education to the minimum and preferred qualifications of the position.
- All applicants identified for interviews are interviewed in the same manner (same conditions of the interview): candidates are interviewed by the same search committee members using the same set of legal questions in the same environment, all to the extent possible.
- Means of communicating concerns are established to address search committee practices that do not represent a fair and equitable search process. CL voices concern if the discussion of applicants' characteristics shifts away from their experience, background, and education and includes characteristics not relevant to the minimum and preferred qualifications.

RED FLAGS to ADDRESS:

☒ Discussion of non-relevant characteristics such as age, race, gender, sexual orientation, physical appearance, medical condition, medical equipment used (hearing device, wheelchair, etc.), marital status, place or condition of residence, national origin, accent, or any other federally and state-protected category.

☒ Different questions are used for different candidates during the initial (formal) interview.
Note: Based on the candidate's answers, there may be questions you will ask of one candidate and not of another. That is permissible; however, the point is that the core set of questions must be the same for all interviewees.

☒ Different interview conditions for different candidates: place, duration, and composition of the interviewing panel (a significantly different set of interviewers).

Example: Different members of a search committee conduct interviews with various candidates, with some taking place in an office setting and others over dinner.

☒ Bias in evaluation, such as when a search committee member appears to discount certain applicants' qualifications, or favor others based on their shared characteristics.

CL can address concerns in various ways:

- Discuss concerns with the search committee right away (after the observed behavior or comment, right after the interview, or during the post-interview discussion).
- Discuss concerns with the Search Committee Chair or the Hiring Manager.
- Consult with Equity Advisors for assistance with academic searches.
- Seek assistance from the Office of Civil Rights: eeo@ucr.edu.
- Consult with Department HR or Central Talent Acquisition.

Note: candidate's requests for reasonable accommodations during the interview may be forwarded to Department HR or Disability Management at disabilitymanagement@ucr.edu.

Know and Access Resources[1]

STAFF RESOURCES:

- HR Talent Acquisition
- PPSM-20: Recruitment and Promotion
- Local UCR Procedure PPSM-20: Recruitment and Promotion
- Employment Policies and Guidelines
- Bargaining Contracts

ACADEMIC RESOURCES:

- Academic Personnel Office: Recruitment – *this page contains the most recent documents under System-wide and Local sections*
- Academic Recruitment Procedure
- AP Recruit
- Equity Advisors
- APM 200
- APM 500
- Bargaining Contracts

GENERAL RESOURCES:

- Office of Civil Rights (OCR)
- Office of Diversity, Equity & Inclusion (DEI)
- Disability Management Office
- PPSM-81: Reasonable Accommodation and Local UCR Procedure PPSM-81: Reasonable Accommodation

[1] *Multiple documents are under review. Please consult your HR or Academic contact for the updated information.*