



## *Academic Senate*

### **COMMITTEE ON PRIVILEGE & TENURE**

November 25, 2025

To: Kenneth Barish, Chair  
Riverside Division

Fr: Jennifer Doyle  
Chair, Committee on Privilege & Tenure

**Re: [Systemwide Review] Proposal: Proposed Revisions to APM - 036, General University Policy Regarding Academic Appointees/Employment**

The Committee on Privilege and Tenure discussed the proposed changes to APM-036, General University Policy Regarding Academic Appointees/Employment at their November 4, 2025 Meeting.

The intent of this policy regarding Official Letters of Recommendation is admirable. We have concerns about its implementation and the potential burdens that it might impose on faculty letter writers who are in leadership positions (e.g. Department Chairs, PIs on grants), as they work to support their students, lecturers and colleagues.

The proposed revisions include a commitment from the Office of the President to provide a toolkit for recommenders, which will include a consultation flowchart and FAQ. This resource should be easy-to-follow, widely available. These documents should make the following clear, per policy: while an 'Official Letter' must include language to the effect the letter represents the viewpoint of the University as an employer, there is no required language for 'personal' letters, and private letters may be written on University letterhead.

Each campus will need its own guide for letter-writers who need to confirm their recommendee's record, explaining how they should go about doing so. Honoring this obligation is impossible without the identification of the appropriate process and office for processing these queries. These resources are particularly important in fields (e.g. Medicine) in which official letters are often a standard. A streamlined process will help such campus leaders honor this practice.