



November 12, 2025

TO: Ken Barish, PhD, Chair, Academic Senate, UCR Division

FROM: Adam Godzik, Ph.D., Chair, Faculty Executive Committee, UCR School of Medicine

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

Dear Ken,

The SOM Faculty Executive Committee has reviewed the Proposed Revisions to APM - 036, General University Policy Regarding Academic Appointees/Employment

The FEC reviewed the distinction between official and private letters of recommendation at UC.

- Official letters required for UC employees seeking advancement within the system and must be verified by HR and must not include exaggerations or inaccuracies.
- Private letters, which may be written on UC letterhead for positions outside UC, are less formal and may include subjective assessments.

The FEC also reviewed a policy update covering letters of recommendation and lactation accommodation. The update specifies that only institutionally authorized individuals may write official letters of recommendation, while personal references can still be provided using UC letterhead or email.

The FEC approved the proposed policy changes.

Yours sincerely,

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Adam Godzik, Ph.D.
Chair, Faculty Executive Committee School of Medicine