


**From:** Ben Ruwe bruwe@ucmerced.edu   
**Subject:** New Misconduct Disclosure Processes for Academic Units (SB 791 and AB 810)  
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Dear Academic Hiring Units,

As noted in VP Hansford's "**Modifications to Academic Hiring Processes, Under SB 791 and AB 810**" (first attachment), recent California legislation (SB 791 and AB 810) requires misconduct disclosures and in some cases outreach to prior employers, when hiring academic appointees.

For hires made via AP Recruit, the Authorization of Information Release will become one of our required application materials. For hires made outside of AP Recruit, Academic Hiring Units should utilize the same process as all other academic appointments. Hiring Units should provide information for candidates being hired via [Waiver or Exemption](#), using the Qualtrics Contacts Template excel sheet and marking "Yes" in the "RecruitWaiver" column. APO will send these candidates a survey that includes both the Authorization Release Form and the Misconduct Disclosure Form.

Finalists (i.e., proposed hires) will need to complete an Employee Misconduct Disclosure Form before appointments may proceed. While this process will be coordinated by APO staff using Qualtrics, Academic Hiring Units will need to complete the attached [Qualtrics Contacts Template](#) (second attachment) and submit to APO. This spreadsheet will include required information on Hiring and Backup Contacts who will receive one of two system generated response: 1) cleared to hire, or; 2) hold until further notice from APO. We request the following specific naming convention of these spreadsheets: Name of Academic Hiring Unit and date (e.g. SSHA/POLI\_2/14/25). This template can be populated with as many searches that result in a final candidate within the same business day. For all senate faculty hires (and for other academic hires when misconduct information is reported on the Disclosure Form), APO will make a "reasonable attempt" to obtain information from the previous/current employers about misconduct. APO will follow up with previous/current employers 5 business days after initial outreach and in most cases will move on with hiring eligibility decision following no response for 5 business additional days.

Please refer to APO's new "[Misconduct Disclosure Requirements](#)" webpage which includes this information, as well as the four **Modifications to Hiring Processes** based on title type.

APO staff will be offering office hours for this new process, which will be announced in the New Year following the campus closure.

Best regards,  
Ben



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he/him/his

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Mail                      Qualtrics  
Attachment.eml    Contac...cel.xlsx