

Dear Colleagues,

Assembly Bill (AB 1905) was recently signed into California State law and is effective as of January 1, 2025. This law requires the University to adopt a written policy regarding official letters of recommendation as a condition of receiving state funding and restricts academic appointees who are supervisors or administrators from providing an official letter of recommendation if the employee requesting the letter is a respondent in a sexual harassment complaint. In response to the new law, the Office of the President issued [Interim Letter of Recommendation Guidance for Academic Appointees](#).

Please note that **personal** letters of recommendation are not considered official letters of recommendation from the University. Per UCOP guidance, **personal** references or letters of recommendation may only be provided on University letterhead or via a University-issued email address when the reference or letter clearly states that it is written from a personal perspective. UCOP has provided the language below for use in personal letters of recommendation.

“The following recommendation represents my personal perspective working with [name] and does not represent the viewpoints of the University of California, San Francisco, or the University of California System.”

Personal letters of reference include those a faculty member may provide for current or former students, current or former colleagues, postdoctoral scholars, or staff members. Letters of recommendation provided for current and former colleagues in support of an academic review (e.g., appointments, merits, or promotions) are not considered Official Letters of Recommendation. (See Question #9 in the [Interim Guidance](#))

For additional information regarding when an academic appointee may be considered a supervisor, please see the Interim Letter of Recommendations Guidance referenced above.

APM – 036: Employment is currently being revised to incorporate the interim guidance into policy.

If you have any questions or believe you need to write an official letter of recommendation, please contact Emerald Light, Assistant Vice Provost of Academic Affairs at emerald.light@ucsf.edu.