

Advertisement Checklist of Requirements

for Non-Senate Academic Positions at UC Berkeley

1. Job title	✓
2. Relevant department, school, college, or unit.	✓
3. Area of specialization, field (can include “or related field”).	✓
4. If creating a lecturer pool, statement that pool is being generated in case of need, with clear statement about areas included in the pool.	✓
5. Title, rank, step (e.g., Associate Specialist, steps I – IV) or working title.	✓
6. Percent time (if applicable), e.g., full-time, part-time, or exact percent.	✓
7. Expected start date, and duration of position (if applicable). The expected start date should be a reasonable period after the application deadline date to allow for full consideration of all applicants. Use the phrase “expected start date” in the advertisement. For example, “The expected start date is October 1, 2015.” *Optional for non-lecture pools. *Do not use for lecture pools.	
8. Position description, e.g., narrative on job duties & responsibilities.	✓
9. Salary or salary range (or, can state that salary is commensurate with experience).	✓
10. Date by when degree must be held if degree is a requirement (e.g., “by start date,” or “at time of application,”) and “or equivalent degree” (e.g., “PhD or equivalent degree,” “Master’s or equivalent degree”).	✓
11. Basic qualifications: Only those individuals who meet the established basic qualifications can be considered applicants, according to the federal government. <u>The basic qualifications must be assessed at the time of application and the requirement must be clear to applicants.</u> Basic qualifications are those that are: <ul style="list-style-type: none"> • Non-Comparative (e.g., three years’ experience in a particular position, rather than a comparative requirement such as “must have the most years’ experience, among candidates”) • Objective (e.g., a Bachelor’s or equivalent degree in Accounting, but not “a technical degree from a good school”) • Relevant to the performance of the particular position • Verifiable by evidence or statements in the applicant’s materials (e.g., “the completion of all degree requirements except the dissertation at the time of application,” “a Master’s or equivalent degree in x or a related field,” “a PhD or equivalent degree in x or a related field at the time of application,” “a Bachelor’s or equivalent degree by date of application”).	✓
12. Additional qualifications: (e.g., a minimum number of years of professional experience in a certain field, expertise with a particular tool or process, proven leadership skills, etc.). These qualifications are <u>required</u> by the start date of the job and must be specific and verifiable.	Optional

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13. <u>Preferred qualifications</u> : (e.g., demonstrated organizational skills, proven leadership skills, a PhD or equivalent). These qualifications are not required.	Optional
14. Diversity statement/language. See ' Creating the Search Plan: Advertisement ' section for suggestions	Recommended
15. Family friendly statement/language. See ' Creating the Search Plan: Advertisement ' section for suggestions	Recommended
16. How and where to apply (link to AP Recruit for the position), including required documents for a complete application. Confirm that the requirements set up in AP Recruit, including those that are optional versus those that are required, exactly match the stated requirements in the advertisement.	✓
17. Information about reference requirements (if requesting letters at any time during the evaluation and selection process) – Make clear whether you are asking for letters to be submitted at the time of application, or only for contact information. It is fine to solicit letters only from those considered finalists; if so, be sure to state this in the ad (“Letters of reference will only be solicited for finalists”). If requesting letters at the time of application consider adding a deadline by when the letters must be received to be considered for the position (for example, all letters must be uploaded by the final date to apply, or, all letters must be uploaded by X date).	✓
18. Statement regarding referees (include the statement if requesting letters at any time during the evaluation and selection process): “All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.berkeley.edu/evalltr.html) prior to submitting their letters.”	✓
19. All advertisements (except for lecturer pools) <u>must state</u> open until filled. <i>Initial review dates are no longer permitted in the advertisement.</i> However, within the AP Recruit system, the ad must be posted for a minimum of 15 calendar days.	✓
20. Example review language for lecture pools: “Applications will be accepted and reviewed for department needs, through April 30, 2017. We typically review applications for fall course needs in April and May, and in October and November for spring course needs. If you wish to remain in the pool after April 30, 2017 you will need to reapply.” The exact language is up to the advertising unit but be sure that a potential applicant would find your advertisement relevant at any point during the one-year application period.	✓
21. Department or unit contact information for applicant questions.	✓
22. Affirmative Action/Equal Employment Opportunity statement: The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct .	✓

Advertisement Template for Lecturer Pools

for Non-Senate Academic Positions at UC Berkeley

The Department of [name] at the University of California, Berkeley invites applications for a pool of qualified temporary instructors to teach [courses] in [department] should an opening arise. Screening of applicants is ongoing and will continue as needed. The number of positions varies from semester to semester, depending on the needs of the department. Positions may range from [x% to x% time], and may begin [when, range, or no commitment].

[Position description narrative].

Basic qualifications: The minimum qualifications required to be an applicant are the completion of all degree requirements except the dissertation. [Other basic qualifications (optional)].

[Additional qualifications] A PhD or equivalent degree in [area, field, etc] is required by the start date. Experience with [courses, field, etc.] is required [if applicable].

[Salary or salary range].

Diversity statement [e.g., the department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching].

Family friendly statement [e.g., UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc.]. Applicants should also provide [contact information only or request] [number of] letters of recommendation. [Insert confidentiality statement information].

The posting will remain open until [date, up to two years in advance] to accommodate department needs. Appointments for fall semester are usually reviewed in [month], and for spring semester in [month] (if applicable). The pool will close on [date, up to two years in advance]; if you would like to remain in the pool after that time you will need to submit a new application.

Please direct questions to [contact information].

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

Advertisement Template

for Non-Senate Academic Positions at UC Berkeley

The Department of [department name] at the University of California, Berkeley seeks applications for a [title, rank step], in the area of [specialty or field of study], at percent time [full-time, part-time or exact percent time] with an expected start date of [approximate start date].

[Position description narrative].

Basic qualifications: A [degree or equivalent] is required at time of application [if applicable, or the completion of all degree requirements except the dissertation are required at time of application]. Experience with [techniques, field, etc.] is required [optional, if applicable]. Other basic qualifications (optional).

[Additional qualifications]. (qualifications required to be hired for the position).

[Preferred qualifications]. (Optional)

[Provide salary or salary range].

Diversity statement [e.g., the department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their work, or other statement].

Family friendly statement [e.g., UC Berkeley has an excellent benefits package as well as a number of policies and programs to support employees as they balance work and family].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc., as applicable]. Applicants should also provide [contact information only or request] [number of] letters of recommendation. [Insert confidentiality statement information].

The initial review date is [date]. Applications received by this date will receive priority. To receive full consideration, please submit all materials prior to this date; however, this position will remain open until filled.

Please direct questions to [contact information].

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<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

Short Advertisement Minimum Requirements

for Non-Senate Academic Positions at UC Berkeley

The purpose of a “short ad” is to provide brief information about a position when cost is prohibitive to place the entire advertisement in a particular venue. The “short ad” must be reviewed and approved by OFEW at the same time as the standard advertisement. In AP Recruit, if using a “short ad,” include the phrase “short ad” in the title. **It is essential that the short advertisement include a link to the approved standard advertisement; short advertisements cannot stand alone.**

The following information must be included:

- Department, school, college or unit
- Area of specialization, field
- Title, rank, step
- Expected start date and duration if applicable
- Statement: For more information about the position, including required qualifications and application materials go to (link to long advertisement on AP Recruit)
- Deadline date to apply (or Initial Review Date)
- Contact information for questions (email address)
- The University of California, Berkeley is an AA/EEO employer.

Example 1:

The X Lab in the Department of Physics at the University of California, Berkeley is recruiting for an Associate Specialist, levels 1 – 6 to work on the X program. The anticipated start date for the position is December 2015. For more information about the position, including required qualifications and application materials, go to <http://aprecruit.berkeley.edu/JPFXXXXX>. The initial review date is September 1, 2015, but the position will remain open until filled. For questions, please contact Jane Example at janeexample@berkeley.edu. UC Berkeley is an AA/EEO employer.

Example 2 (pool ad):

The School of Journalism at the University of California, Berkeley is recruiting a pool of qualified temporary lecturers to teach undergraduate and graduate courses in the School. Applications will be accepted through October 30, 2016 to fill ongoing needs. For more information about the position, including the next review date for applications, and required qualifications and application materials, go to <http://aprecruit.berkeley.edu/JPFXXXXX>. For questions, please contact Jane Example at janeexample@berkeley.edu. UC Berkeley is an AA/EEO employer.

Advertisement Checklist of Requirements

for Senate Faculty Positions at UC Berkeley

1. Job title	✓
2. Relevant department, school, college, or unit.	✓
3. Approved search area and position description.	✓
4. Authorized level of appointment.	✓
5. Expected start date. Use the phrase “expected start date” in the advertisement. For example, “The expected start date is July 1, 2016.”	✓
6. Date by when degree must be held (e.g., “by start date,” “within one year of employment,” “at time of application,” etc.) and “or equivalent degree” (e.g., “PhD or equivalent degree,” “Master’s or equivalent degree”). For tenure level searches it is recommended that tenure or equivalent is required at the time of application.	✓
7. <u>Basic qualifications</u> . Only those individuals who meet the established basic qualifications can be considered applicants, according to the federal government. <u>The basic qualifications must be assessed at the time of application and the requirement must be clear to applicants</u> . Basic qualifications are those that are: <ul style="list-style-type: none"> • Non-Comparative (e.g., three years’ experience in a particular position, rather than a comparative requirement such as “must have the most years’ experience, among candidates”) • Objective (e.g., a Bachelor’s or equivalent degree in Accounting, but not “a technical degree from a good school”) • Relevant to the performance of the particular position • Verifiable by evidence or statements in the applicant’s materials (e.g., “the completion of all degree requirements except the dissertation at the time of application,” “a Master’s or equivalent degree in x or a related field,” “a PhD or equivalent degree in x or a related field at the time of application”). 	✓
8. <u>Additional qualifications</u> (e.g., a minimum number of years of professional experience in a certain field, expertise with a particular tool or process, proven leadership skills, etc.). These qualifications are <u>required</u> by the start date of the job and must be specific and verifiable.	Optional
9. <u>Preferred qualifications (optional)</u> (demonstrated organizational skills, proven leadership skills).	Optional
10. How and where to apply (link to AP Recruit for the position), including required documents for a complete application. Confirm that the requirements set up in AP Recruit, including those that are optional versus those that are required, <u>exactly match the stated requirements in the advertisement.</u>	✓
11. Information about reference requirements (if requesting letters at any time during the evaluation and selection process) – Make clear whether you are asking for letters to be submitted at the time of application, or only for contact information. It is fine to solicit letters only from those considered finalists; if so, be sure to state this in the ad (“Letters of reference will only be solicited for finalists”). If requesting letters at the time of application consider adding a deadline by when the letters must be received to be considered for the position (for example, all letters must be uploaded by the final date to apply, or, all letters must be uploaded by X date).	✓

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12. Statement regarding referees (include the statement if requesting letters at any time during the evaluation and selection process): “All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (http://apo.berkeley.edu/evaltr.html) prior to submitting their letters.”	✓
13. Deadline date to apply (the ad must be posted for a minimum of 30 calendar days, but 30 - 60 days is recommended). The deadline date must fall on a weekday when the University is open.	✓
14. Department or unit contact information for applicant questions.	✓
15. Family friendly statement/language. See ‘ Creating the Search Plan: Advertisement ’ section for suggestions.	✓
16. Diversity statement/language. See ‘ Creating the Search Plan: Advertisement ’ section for suggestions.	✓
17. CALcierge information & link. See Advertisement Template .	Optional
18. Affirmative Action/Equal Employment Opportunity statement: The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.	✓

Advertisement Template

for Senate Faculty Positions at UC Berkeley

The Department of [department name] at the University of California, Berkeley seeks applications for a [authorized level of appointment] faculty position, in the area of [specialty or field of study], with a start date of [start date].

[Position description narrative].

[Basic qualifications]: For assistant rank where no postdoctoral experience is expected: The completion of all degree requirements except the dissertation by the time of application. Experience with [courses, field, etc.] is required [optional, if applicable]. [Other basic qualifications (optional)].

[Additional qualifications]: A Ph.D. or equivalent degree is required by [when, e.g., start date, within one year, at time of application]. The degree requirement can be stated as a basic qualification or an additional qualification, depending on the position. [Preferred qualifications]: Optional.

Diversity statement* [e.g., the department is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching, research, and service]. [Ideally the Diversity statement is integrated into the Position Description narrative or the Additional or Preferred Qualifications]

Family friendly statement* [e.g., the department is committed to addressing the family needs of faculty, including dual career couples and single parents].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc.]. Applicants should also provide [contact information only or request] [number of] letters of recommendation. [Insert referee confidentiality statement information].

Applications must be received by [date].

Please direct questions to [contact information].

To apply, please go to the following link: [link to AP Recruit for this position]. Applicants should submit [requirements for submission, e.g., cover letter, curriculum vitae, research statement, summary of teaching experience, publications, etc.]. Applicants should also provide [contact information only or request] [number of] letters of recommendation. [Insert referee confidentiality statement information].

Applications must be received by [date]. Please direct questions to [contact information].

Relocation information and link* [e.g., for information about potential relocation to Berkeley, or career needs of accompanying partners and spouses, please visit: <http://ofew.berkeley.edu/new-faculty>].

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- Area of specialization, field
- Title, rank, step
- Expected start date and duration if applicable
- Statement: For more information about the position, including required qualifications and application materials go to (link to long advertisement on AP Recruit)
- Deadline date to apply
- Contact information for questions (email address)
- The University of California, Berkeley is an AA/EEO employer.

Example:

The Department of History at the University of California, Berkeley is recruiting for an Assistant Professor in the area of U.S. History, with an expected start date of July 1, 2015. For more information about the position, including required qualifications and application materials, go to <http://aprecruit.berkeley.edu/JPFXXXXX>. The deadline to apply is October 31, 2014. For questions, please contact Jane Example at janeexample@berkeley.edu. UC Berkeley is an AA/EEO employer.