### Academic Recruitment Process for Senate Faculty Searches

**EVCP**
Allocate FTE to Dean

**Dean's Office**
Communicate FTE allocations to Department

**Department**
Submit Search Plan through APRRecruit to Dean's Office

**Dean's Office**
Approves and Submits Search Plan to OFEW

**OFEW**
Review and Approve Search Plan

**Department**
Conduct search:
Submit applicant pool to OFEW for approval following the application closing date
Submit short list to OFEW for approval prior to inviting candidates to interview
Interview and select proposed candidate

**OFEW**
Review and Approve applicant pool and short list.

**Department**
Prepare and submit to Dean's office:
APBears appointment case
Enter into HCM Case Tracking
Startup spreadsheet and tentative startup detail letter
Search Report (including approvals from Equity Advisor and Chair via APRRecruit)

**Dean's Office**
Review and approve Search Report in AP Recruit, submit to OFEW
Submit APBears appt case to APO
Route in Case Tracking to APO
Send startup spreadsheet and tentative startup detail letter to Budget Office

**Department**
Send candidate formal startup offer detail letter (if approved)
Change candidate status to "Offered" or "Campus Declined" in APRecruit

**Dean**
Communicate appointment or denial letter to Department

**APO**
Process appointment case and route for approvals.
Assistant Professor: BC to AVP to VP
Tenured Professor: CAHRC to BC to AVP to VP to EVCP to Chancellor
Note: Intercampus recruitments: APO conveys recruitment details (incl. start up) to home campus and initiates 10-day waiting period
If positive outcome for Asst Prof, issue appt letter to Dean's office.
For tenure cases, Chancellor’s letter and Dean’s letter sent to Dean's Office simultaneously. APO releases Chancellor’s letter to candidate if no objections reported by Dean's office
If negative, issue denial of appt letter.

**Dean's Office**
Forward acceptance letters to APO at appolicy@berkeley.edu

**EVCP - Budget Office**
Approve Startup Package

**Note:** Intercampus recruitments: APO conveys recruitment details (incl. start up) to home campus and initiates 10-day waiting period.
If positive outcome for Asst Prof, issue appt letter to Dean's office.
For tenure cases, Chancellor’s letter and Dean’s letter sent to Dean's Office simultaneously. APO releases Chancellor’s letter to candidate if no objections reported by Dean's office
If negative, issue denial of appt letter.

**These steps often occur simultaneously.**