Verify that all of the following items are complete before submitting for central campus review. For detailed information on academic recruitment policies, refer to the Non-Senate Search Guide.

DETAILS

Recruitment name
1. Confirm it is in the correct format: “Job Title – Area of specialization if applicable – Department/school/college”
   Example: “Assistant Specialist – Biochemistry – Molecular & Cell Biology”

Dates
2. Set up recruitment as IRD/Open until filled (unless a special request has been approved by OFEW).
3. IRD must be a minimum of 15 days after the open date. Final date must be at least 30 days after the open date.
   Note: searches with fewer than ten qualified applicants must remain open for 30 days and all candidates who apply in those 30 days must be reviewed. An additional review date will need to be added.

Description
Confirm the description (advertisement text) includes:
4. Relevant department, school, college, or unit – must be clear that the position is at UC Berkeley.
5. Job title (can be working title).
6. Percent time, e.g., full-time, part-time, or exact percent.
7. Position description, e.g., narrative on job duties & responsibilities.
8. How and where to apply (link to AP Recruit for the position) – confirm that the apply link is correct. Copy and paste from the Details page rather than manually typing the link.
9. A statement that the search is open until filled (except for lecturer pools).
10. Do not include the final/deadline date in the advertisement (except for lecturer pools).
11. Do not include the IRD in the advertisement.
12. Do not include document requirements in the advertisement.
13. Confirm that the reference requirements set up in AP Recruit match the stated reference requirements in the advertisement.
   14.1 Confirm that the qualifications section in AP Recruit exactly matches the stated qualifications in the advertisement (refer to items 24 – 26 for qualifications policies).
   14.2 Confirm the ad clarifies that the basic qualifications must be met at the time of application.
   14.3 Confirm the ad clarifies that the additional qualifications must be met by the start date of the job.
   14.4 If a specific degree is a requirement, the ad must include “or equivalent international degree” (e.g., “PhD or equivalent international degree”).
15. Department or unit contact information for applicant questions (must be a berkeley.edu email address).
   “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”
17. If requesting letters at any time during the evaluation and selection process, include the statement regarding referees:
   “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 (apo.berkeley.edu/ucb-confidence-policy) prior to submitting their letters.”
   17.1 Confirm that the link in the statement regarding referees is correct.
18. For lecturer pools, if using the summer sessions title code, the ad must mention summer sessions.
REQUIREMENTS
Documents
19. **For teaching only positions**, confirm there are no document requirements related to research and/or publications (required or optional).

DIVERSITY
Availability demographics
20. Select at least one field of study.

Affirmative action goal
21. Check the boxes next to the groups currently underrepresented at Berkeley (specific to the position), identified from the tables in the Campus AA Goals.

ADVERTISEMENTS
Ad documents
22. Do not upload the long ad as a PDF document.
23. **If you intend to distribute more than one version of the ad**, the longest ad should always go in the Description field. Shortened versions of the ad (medium and/or short ads) must be uploaded as PDFs to the ad documents section and labeled clearly.
   23.1 Confirm the short ad meets all the **short ad minimum requirements**.

QUALIFICATIONS
Basic & Additional qualifications
24. Basic qualifications may only include the required degree or enrollment in the required degree program.
25. Additional qualifications may only include the required degree, number of years of work experience (if applicable), and a publication record (if applicable).
26. Must be objective.
27. Fields/disciplines are not allowed. This applies to degrees (Bachelor of Science degree), programs (PhD in History), and work experience (research experience in a biology lab).

SELECTION PROCESS
Selection criteria & Selection plan
28. These sections are optional for non-senate searches. However, all searches should evaluate candidates on criteria that are relevant to the description of the position, stated qualifications, and required application documents.

COMMITTEE
Core committee & Additional access
29. Confirm the core committee has been entered. At a minimum, a committee chair must be assigned.
30. Do not assign anyone the “Faculty Editor” role.