

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. Percent time, e.g., full-time, part-time, or exact percent.
6. Position description, e.g., narrative on job duties & responsibilities.
7. How and where to apply (link to AP Recruit for the position) – confirm that the apply link is correct.
8. Qualifications.
 - 8.1 Confirm that the qualifications section in AP Recruit exactly matches the stated qualifications in the description (refer to items 21 – 25 for qualifications policies).
 - 8.2 Confirm the description clarifies that the basic qualifications must be met at the time of application.
 - 8.3 Confirm the description clarifies that the additional qualifications must be met by the start date of the job.
9. Department or unit contact information for applicant questions (must be a berkeley.edu email address).
10. 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>”
11. **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-confidentiality-policy) prior to submitting their letters.”
 - 11.1 Confirm that the link in the statement regarding referees is correct.
12. **For lecturer pools**, if using the summer sessions title code, the ad must mention summer sessions.

Do **not** include the following in the description:

13. Final/deadline date (except for lecturer pools).
14. Initial review date.
15. Document requirements.
16. Reference requirements.

REQUIREMENTS

Documents

17. **For teaching only positions**, confirm there are no document requirements related to research and/or publications (required or optional).

DIVERSITY

Affirmative action goal

18. 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

19. Do not upload an advertisement to the ad document section, unless it is a shortened version of the description text. If you intend to distribute more than one version of the ad, the longest ad should always go in the description field.
20. **If using shortened versions of the ad**, upload them as PDFs to the ad documents section and label them clearly as short ads.
 - 20.1 Confirm all short ads include the apply link and the following statement:
“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.”

QUALIFICATIONS

Basic & Additional qualifications

21. Basic qualifications may only include the required degree or enrollment in the required degree program.
22. Additional qualifications may only include the required degree, number of years of work experience (if applicable), and a publication record (if applicable).
23. **If a specific degree is a requirement**, the qualification must include “or equivalent international degree” (e.g., “PhD or equivalent international degree”).
24. Must be objective.
25. 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

26. These sections are optional to fill out for non-senate search plans. However, all searches must evaluate candidates on criteria that are relevant to the description of the position, stated qualifications, and required application documents.

COMMITTEE

Core committee & Additional access

27. At a minimum, a committee chair must be assigned.
28. Do not assign anyone the “Faculty Editor” role.