

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 [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 Professor – Biochemistry – Molecular & Cell Biology

Salary control

2. Confirm the salary control number in AP Recruit matches the FTE number in the approved search authorization letter.

Approved search area

3. Confirm that the search area in AP Recruit matches the area in the approved search authorization letter.

Title information

4. Select ALL applicable title codes for position.
5. Do not include acting title codes (OFEW will add acting title codes later if needed).

Dates

6. Set up the recruitment as Open/Close/Final (unless a special request has been approved by OFEW).
7. The close date must be a minimum of 30 days after the open date (most are open at least 60 days).

Description

Confirm the description (advertisement text) includes:

8. Relevant department, school, college, or unit – must be clear that the position is at UC Berkeley.
9. Approved search area.
10. Authorized level of appointment (e.g., Assistant Professor).
11. The phrase “expected start date.”
12. 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.
13. Do not include document or reference requirements in the advertisement.
14. Qualifications.
 - 14.1 Confirm that the qualifications section in AP Recruit exactly matches the stated qualifications in the description (refer to items 28 – 31 for qualifications policies).
 - 14.2 Confirm the description clarifies that the basic qualifications must be met at the time of application.
 - 14.3 Confirm the description clarifies that the additional qualifications must be met by the start date of the job.
15. Department or unit contact information for applicant questions (must be a berkeley.edu email address).
16. Advertisement text to support a broad and inclusive pool of candidates. This language should appear early and prominently. Refer to the search guide for an example (found in the ‘Recruitment details’ section under ‘Description’).
17. 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>.”
18. **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 (<http://apo.berkeley.edu/evalltr.html>) prior to submitting their letters.”

DIVERSITY

Availability demographics

19. Select at least one field of study.

Affirmative action goal

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

Equity advisor

21. Confirm that the Equity Advisor listed is correct. If no name appears please contact the Department Chair.

Equity advisor role

22. Describe the **role the department Equity Advisor will play** in the search. If the department Equity Advisor does not serve on the search committee a member should be appointed as the equity liaison.

ADVERTISEMENTS

Planned search & recruitment efforts

23. Describe all outreach that will be conducted for the recruitment to achieve a broad and inclusive pool, including personal outreach.

Ad documents

24. 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.
25. **If using shortened versions of the ad**, upload them as PDFs to the ad documents section and label them clearly as short ads.
 - 25.1 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.”

Applicant search sources

26. Add all locations where the committee intends to publish, post, or distribute the advertisement for this recruitment.

QUALIFICATIONS

Basic & Additional qualifications

27. Must be objective.
28. Fields/disciplines are not allowed. This applies to degrees (Master of Science degree), programs (PhD in History), and work experience (research experience in a biology lab).
29. **If a specific degree is a requirement**, the qualification must include “or equivalent international degree” (e.g., “PhD or equivalent international degree”).
30. Assistant Professor searches in a field where postdoctoral experience is not a standard prerequisite may not state a date by which the PhD must be held (PhD or equivalent international degree ~~must be held by start date~~; PhD or equivalent international degree ~~must be obtained within one year of start date~~). For these positions we strongly recommend using the following language for the basic qualifications: “PhD (or equivalent international degree), or enrolled in PhD or equivalent international degree-granting program at the time of application.”

SELECTION PROCESS

Please direct the search committee to use the information in the ‘Selection Criteria and Planned Evaluation Process’ section of the search guide.

Selection criteria

31. Provide detailed evaluation and selection criteria that can be consistently applied to all candidates, and consider quantifying the evaluations with a ranking/rating system.

Selection plan

32. Provide a detailed description of the selection plan that will be used to evaluate the applicants and choose the proposed candidate including stages of review, campus visits, voting procedures, conflicts of interest, etc. (Please consult the 'Conflicts of Interest' section of the search guide.)

COMMITTEE

33. Confirm the core committee has been entered.
34. Do not assign anyone the "Faculty editor" role.