Verify that all of the following items are complete before submitting for central campus review.
Click the blue links in each section for detailed information on academic recruitment policies in the Senate Search Guide.

1. General Information:
   1.1 Recruitment name is in the correct format:
       “Job Title – Area of specialization if applicable – Department/school/college”
       Example: Assistant Professor – Biochemistry – Molecular & Cell Biology
   1.2 Department: Select one. Add additional cross-listed departments if needed.
   1.3 Title Codes: Select ALL applicable title codes for position (include the code for “Acting Assistant Professor” for NT searches).
   1.4 Salary Control #: The approved number for the FTE (or “FTE number” or “salary authorization number”)
   1.5 Search Breadth: Open or Specialized/targeted search (e.g., “History” versus “Native American History”)
   1.6 Initial allocation: Newly allocated or relisted following a failed search in the past
   1.7 Approved search area: Area approved by the EVCP for the faculty FTE

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

3. Document Requirements:
   Confirm that the requirements set up in AP Recruit match the stated requirements in the advertisement.

4. Reference Requirements:
   Confirm that the reference requirements set up in AP Recruit match the stated reference requirements in the advertisement.

5. Diversity:
   5.1 Availability data: Select at least one field of study.
   5.2 Affirmative action goal: Check the boxes next to the groups currently underrepresented at Berkeley (specific to the position), identified from the tables in the Campus AA Goals.
   5.3 Equity advisor: Confirm that the Equity Advisor listed is correct. If no name appears please contact the Department Chair.
   5.4 Equity advisor role: 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.

6. Planned Search & Recruitment Efforts:
   Describe all outreach that will be conducted for the recruitment to achieve a broad and inclusive pool, including personal outreach.

7. Ad Documents:
   Upload all versions (e.g., short ads and long ads) of the advertisement as PDFs.

8. Ad Sources:
   List all locations where the ads will be published, posted, or distributed. (Evidence of these efforts will need to be uploaded to AP Recruit for the Search Report.)

9. Qualifications:
   9.1 Basic qualifications: confirm the ad states “at the time of application.”
   9.1.1 Must be non-comparative, objective, relevant and verifiable (avoid words such as excellent, strong, capacity, skills, and related field)
9.2 Additional qualifications (optional): confirm the ad states “by the start date”
   9.2.1 Must be non-comparative, objective, relevant, and verifiable (e.g., leadership experience, but not “strong leadership skills”)

9.3 Assistant professor positions without postdoctoral experience as a standard prerequisite may not state a date by which the PhD must be held. (e.g., advertisements may not state: “PhD or equivalent international degree must be held by start date” nor “PhD or equivalent international degree must be obtained within one year of start date.”)

9.3.1 For those 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.”

9.4 Confirm that the qualifications set up in AP Recruit exactly match the stated qualifications in the advertisement.

10. Selection Process (please direct the search committee to use the Guidelines for Creating an Effective Faculty Search Process):
   10.1 Selection criteria: Provide detailed evaluation and selection criteria that can be consistently applied to all candidates, and consider quantifying the evaluations with a ranking/rating system.
   10.2 Selection plan: 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 Faculty Searches with Berkeley Trained Candidates webpage regarding potential conflicts of interest.)

11. Committee:
   Confirm the core committee has been entered.

12. Confirm the ad includes:
   12.1 Relevant department, school, college, or unit.
      12.1.1 Must be clear that the position is at UC Berkeley.
   12.2 Approved search area.
   12.3 Authorized level of appointment (e.g., Assistant Professor).
   12.4 The phrase “expected start date.”
   12.5 Position description.
   12.6 If referencing a specific degree in the basic or additional qualifications, the ad must include “or equivalent international degree” (e.g., “PhD or equivalent international degree or enrolled in a PhD or equivalent international degree program at the time of application”)
   12.7 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.
   12.8 Department or unit contact information for applicant questions (must be a berkeley.edu email address).
   12.9 Advertisement text to support a broad and inclusive pool of candidates. This language should appear early and prominently.
   12.10 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/docs/4000375/NondiscrimAffirmAct.”

12.11 If references are a requirement, make clear whether you are asking for letters to be submitted at the time of application, or only contact information.

12.12 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.htm) prior to submitting their letters.”

Recommended: Information and link to resources on relocation services and families/partners/spouses. See Ad Template.