

Date Prepared:

Appointment: Full/Associate Project

COE Document Check Sheet

(See APM 311) Project series titles are given to those appointees who make significant and creative contributions to a research or creative project in any academic discipline. Ordinarily, appointees in this series this will carry out research with supervision by a member of the Professor or Professional Research series.

NAME: DEPARTMENT:

TITLE: EFFECTIVE DATE:

ANNUAL SALARY: STEP: PERCENTAGE:

PRESENT POSITION: NAME OF INSTITUTION: SALARY:

CHECK LIST: (Each Item should be checked)

- Director/Chair's recommendation and/or concurrence should include:
 - 1) Detailed description of duties and responsibilities of requested position
 - 2) Estimate the length of time candidate's services will be needed.
 - 3) Explain how the candidate has a higher level of independence than someone in the Specialist Series but doesn't demonstrate the same capacity for fully independent research as someone in the Professional Research series
 - 4) Qualifications of candidate, including:
 - a) Educational Background
 - b) Report and analysis on research activities, publications, and/or creative work
 - 5) Fairness Safeguard Statement
 - Current Biography (Form 1501 is preferred) including all UC Employment: Title, %, Department, Dates of previous employment with UC.
 - Current Bibliography
- Memo (if appointment is 50% or less)
- OR**
- Exceptional Permission to Recruit Form (for appointments up to one year at more than 50% time)
- OR**
- Search Waiver with Justification (for appointments longer that will be beyond one year at more than 50% time:
 - Unique qualifications of selected candidate
 - Reason(s) why a full search would not yield a more qualified candidate
 - Impact to the research project

Cases must be submitted well in advance of the proposed date of hire. Appointment requests submitted without ample lead time will require a written explanation of lateness, and may not be approved retroactively. Additionally, requests submitted without sufficient lead time may result in substantial delays in pay, benefits, and university privileges, and visa applications (when applicable) for the appointee.

Explanation of Lateness