

Date Prepared:

Appointment: Full/Associate Research

Document Checksheet #F-1

(See APM 310) Professional Research Titles are given to those who hold the Ph.D. or equivalent degree, who engage personally and directly in research to foster the generation of new information, ideas, and other creative work which can be shared through publication.

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) Qualifications of candidate, including:
 - a) Educational Background
 - b) Report on research activity, publications, and creative work since Ph.D. including:
 - 1) Scope and quality of research accomplishments, with particular emphasis on papers and articles which have appeared in refereed publications. Single out and evaluate extent of candidate's contribution to collaborative work or co-authored publications.
 - 2) Impact on achievements on candidate's field
 - 3) Ranking in the field in comparison with others in an equivalent employment status and years of research experience
 - 4) Fairness Safeguard Statement
 - Report on special honors and awards, if any.
 - If off-scale salary is recommended, state reasons.
 - Current Biography (Form 1501 is preferred) including all UC Employment: Title, %, Department, Dates of previous employment with UC.
 - Current Bibliography
 - Publication list (must be broken down by category- refereed pubs, papers, reports and conference proceedings)
 - Reviews of candidate's publications (if any)
 - Publications (number each one and provide a table
 - Departmental Committee Report (if any)

- Supporting letters (must be solicited under UCB Confidentiality Policy)
 - a) From colleagues in other institutions where candidate has served
 - b) From other qualified persons having firsthand knowledge of candidate's achievements
- Copies of Solicitation Letters
- Table of Recommenders with codes

- Search Waiver Request**
 - Justification for search waiver:
 - Unique qualifications of selected candidate
 - Reason(s) why a full search would not yield a more qualified candidate
 - Impact to the research project

OR

- Affirmative Action Search Report (required for employment over 50% when there is a clear expectation of reappointment beyond the first year of service).
 - Summaries A through E
 - Forms I and II
 - Copy of actual ad as it appeared in journal(s) or website
 - Copy of approved PTR

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