

Date Prepared:

Appointment: Full/Associate Specialist

Document Checksheet #S-1

(See APM 330-4) The Specialist series is used for academic appointees who are engaged in research in specialized areas and who do not have any teaching responsibilities. An approved Permission to recruit (PTR) Form, Exceptional Permission to Recruit or Search Waiver is required.

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 and analysis on research activities, publications, and/or creative work
 - 4) Fairness Safeguard Statement
 - Current Biography (Form 1501 is preferred) including all UC Employment: Title, %, Department, Dates of previous employment with UC.
 - Current Bibliography
- Exceptional Permission to Recruit Form (for appointments up to one year at more than 50% time)
- Search Waiver with Justification:
 - Unique qualifications of selected candidate
 - Reason(s) why a full search would not yield a more qualified candidate
 - Impact to the research project
- Affirmative Action Search Report (required for over 50% employment when there is a clear expectation of reappointment beyond the first year of service)
 - Summaries A through E
 - Forms I and II
 - Departmental Committee Report
 - Copy of actual ad as it appeared in the journal
 - Copy of approved PTR
 - Supporting letters, if any (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

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