

PERMISSION TO RECRUIT

JPF#

-Please submit a full job description as Word document and PTR form. Full Job Description should include:

- Working Title
- Full Description of Duties
- Basic Qualifications
- Advanced Qualifications
- Salary Range
- Proposed appointment dates
- Application Deadline
- Statement that UC is an Equal Opportunity/Affirmative Action Employer

- An open search takes approximately 2-3 months to find a candidate
- A job ad must be posted for a minimum of 30 days

Please see the Search Process at the following link for more detailed information: http://www.erso.berkeley.edu/secure/hr/process_flow/AcademicSearchProcess.pdf

DEPARTMENT/HIRING UNIT:

PROPOSED TITLE OF POSITION:

PROPOSED SALARY RANGE:

PERCENT OF TIME:

%

Fixed

Variable

Subject to approval

Subject to approval

APPOINTMENT DATES:

From through

FUNDING AGENCY

DUTIES OF POSITION (Summarize responsibilities; include supervision, report preparation, etc.)

BASIC QUALIFICATIONS REQUIRED (degree)

ADDITIONAL QUALIFICATIONS: (field, professional experience):

College of Engineering - Office of the Associate Dean for Research

JOB ADVERTISEMENT

List the names of the job websites you'd like your ad to be posted to besides AP Recruit and Higher Education Recruitment Consortium (HERC):

AFFIRMATIVE ACTION GOAL FOR TITLE SERIES: (see <http://facultyequity.chance.berkeley.edu/affirmative/AAplan.pdf>)

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> NONE | <input type="checkbox"/> AMERICAN INDIAN | <input type="checkbox"/> HISPANIC |
| <input type="checkbox"/> AFRICAN AMERICAN | <input type="checkbox"/> ASIAN | <input type="checkbox"/> WOMEN |

DESCRIBE RECRUITMENT EFFORTS TO ENCOURAGE APPLICATIONS OF WOMEN AND UNDER-REPRESENTED MINORITIES:

- Ad in minority publications (list above in Job Advertisement section)
- Personal letters to other institutions/organizations
- Personal letters to colleagues
- Other (describe):

Contact Name for Applicant Questions: Email:

Dept Website Where Ad will be Posted Once Approved:

REQUIRED DOCUMENTS FOR APPLICANTS (CV, STATEMENT OF RESEARCH, TEACHING EXPERIENCE, WRITING SAMPLE, ETC.):

SEARCH COMMITTEE NAMES:

<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>
<input style="width: 150px; height: 25px;" type="text"/>	<input style="width: 150px; height: 25px;" type="text"/>

REFERENCES:

IF YES:

How many references needed?:

Reference Submission:

Requested By:

Principal Investigator

Chair/Director