Berkeley Academic Personnel Office

Appointment: Professorial Series

Checklist of items that should be included in the APBears case prior to submission to APO.

*Ensure search report or search wavier is approved or pending OFEW approval in AP Recruit prior to routing the case to APO

Case Overview:

☐ Complete information fields, including case action, anticipated start date, the search type (include search waiver or recruitment number), FTE authorization number, and FTE. If the candidate will be affiliated with multiple departments, please indicate FTE breakdown.

☐ If candidate has an external offer, add competing offer details and provide response deadline in the General Notes box.

Candidate Summary:

☐ Current publications list *(Word format preferred)*
☐ Current Curriculum Vitae
☐ **All** documents included with AP Recruit application *(self-statement, cover letter, diversity statement, etc.)*
☐ List of relatives employed by UC, if any, as required per APM 520 policy

Salary Recommendation:

☐ Enter proposed salary in APBears Salary recommendation tab *(sign off by Department(s) and Dean(s) required)*. Salary must match what is listed in the recommendation memo(s).

Documents:

☐ Dean's recommendation memo
☐ Chair's recommendation memo, including:

1. Summarize proposed appointment details, including title, rank, step, and salary (include breakdown of rank-and-step and off-scale components)
2. Indicate the candidate's pronouns and the way they would like their name to appear in campus documents
3. Results of consultation with faculty, including vote
4. Qualifications of the candidate *(include degree status if Ph.D. has not been completed)*
5. Ensure that the departmental recommendation does NOT reference any other candidates from the search by name. The departmental recommendation should focus solely on the merits of the candidate being proposed. If it is necessary to reference other candidates (not preferred), their names and any identifying information must be redacted.
6. *Report and analysis of teaching (see BMAP section on Teaching Assessment)*
   a. Summary of teaching effectiveness and course-worth ratings
   b. Development of new instructional techniques, if applicable
   c. Mentoring record including: graduate student, undergraduate student, and postdoctoral scholar advising; describe participation on degree committees
7. Report on research activity, publications, and creative work; evaluate candidate's contribution to collaborative work or co-authored publications *(see BMAP sections on Research and Creative Accomplishment Assessment)*
8. *Report on University, professional, and public service (see BMAP sections on Service and Professional Activity Assessment)*

9. *Report on candidate's commitment to diversity, equity, inclusion, and belonging (see OFEW page on Evaluating Candidate Contributions to Advancing DEIB)*
10. Report on special honors and awards received
11. Rank, step, and salary justification *(see BMAP section on Steps at Appointment and Promotion)*
12. Explanation of urgency, if applicable
13. Explanation of lateness, if applicable

☐ Departmental ad hoc committee report, if any *(unredacted)*
- If search committee report is used, ensure all names and mention of other candidates have been redacted

☐ External Letters *(unredacted)*
- Minimum of seven letters required at the Full and Associate rank, at least half selected from the Department or School's list
- Minimum of three letters required at the Assistant rank, all may be from the candidate's list
- Reviewer codes should be added

☐ Copy of Solicitation Letter or Template, if any *(unredacted)*

☐ Code Key of External Reviewers
- Ensure the code key provides information about the stature of external reviewers and any collaborations with the candidate *(see BMAP section on External Letters)*
- If departmental recommendation includes references to individuals during the faculty discussion, a code key for these faculty members must be provided

☐ Competing offer documentation, if applicable

☐ Publications *(can be uploaded as PDFs or as hyperlinks on the publications list)*

☐ Teaching evaluations, if available

☐ Memorandum of Understanding (*no signatures required*), if candidate will be appointed in two or more departments

Please note:

• If not included in letter of recommendation, please provide an explanation of URGENCY OR LATENESS.

• If recruiting a faculty member from another university in the American Association of Universities, the offer must be extended by April 30 unless Berkeley has sought and received a waiver.

• DEADLINE FOR INTERCAMPUS OFFERS IS APRIL 1. At the Associate or Full Professor rank allow a minimum of 6-8 weeks for review. At the Assistant or Acting Assistant Professor rank allow a minimum of 3 weeks for review. See BMAP guidelines on Intercampus Recruitment for notice obligations and salary limitations.