



Appointment: Specialist Series

Checklist of documents that should be included in the dossier prior to submission to Dean's Office, VCRO or APO.

***Ensure search report or search waiver is approved prior to submitting case to APO**

Name:		Start Date:	End Date:
Department/School/ORU:			
Rank:	Step:	Represented:	Percentage:
Total Salary:	Rank and Step:		Off-Scale (if any):
APRecruit Number:		Date	Approved:

- VCR's/Dean's/Director's recommendation letter or concurrence
- Supervisor/P.I.'s/Chair's recommendation letter, including:
 1. Summarize proposed appointment details, including title, rank, step, salary (include breakdown of rank-and-step and off-scale components, if any) and effective dates
 2. Recruitment, waiver, or exemption number and status
 3. Indicate the candidate's pronouns and the way they would like their name to appear in campus documents
 4. Detailed description of duties and responsibilities of position
 5. Qualifications of candidate for appointment at the proposed rank, including educational background and overview of relevant experience
 6. Report on the candidate's research activity, contributions to publications, and professional competence
 7. Report on special honors and awards, if any
 8. Justification for off-scale salary, if requested (*e.g., documentation of competing offer or relevant equity analysis*)
 9. Explanation of urgency, if applicable
 10. Explanation of lateness, if applicable
- Current Curriculum Vitae (including list of publications, if any)
- All documents included with APRecruit application (*self-statement, cover letter, diversity statement, etc.*)
 - Include the organizational chart and Supervisory Duties Form and Checklist, if the candidate will be supervising
- List of relatives employed by UC, if any, as required per [APM 520 policy](#)