

## ACADEMIC NON-SENATE RECRUITMENT REQUEST FORM

*Use for this form to request a Search (Recruitment) for a Non-Senate Academic Title*

Use of this form does not guarantee recruitment. Additional approvals via [AP Recruit](#) will be needed to finalize and post. Additional guidance on how to create the search plan is available on [OFEW's search guide](#) – Creating the Search Plan.

SUPERVISOR INFORMATION		
<b>Name:</b>	<b>Title:</b>	
<b>Email:</b>	<b>Department/Unit:</b>	
<b>Employee ID:</b>	<b>Hiring Manager</b> (if different):	
APPOINTMENT INFORMATION		
<b>Position Number:</b>	Create New	Use Existing:
<b>Payroll Title</b> (or Series if open rank):		(e.g. Associate Specialist, Open Rank Project Scientist)
<b>Title Code</b> (provide all applicable title codes for open rank request):		
<b>Working Title</b> (if any):		
<b>Work Location:</b>		
<b>Anticipated Start Date:</b>		<b>Position Duration:</b>
<b>Number of Openings:</b>	<b>FTE<sup>1</sup>:</b>	<b>Replacing</b> (if applicable):
<b>Positions to be Supervised</b> (please provide Names and Position Numbers, if possible/applicable):		
POSTING DESCRIPTION		
<b>Example "Search Plan" on final page of this form</b>		
<b>Department/Unit Description</b> – Introduces the Unit and the position they are recruiting for (must include)		
<b>Duties of Position</b> – Summary of responsibilities: include supervision, report preparation, etc.		
<b>Basic Qualifications</b> – Required at the time of application – Include only the required degree or enrollment in the required degree program.		
<b>Additional Qualifications</b> – Required by the start date – Only the required degree, number of yrs. of work exp., and/or a publication record.		
<b>Preferred Qualifications</b> – Optional but, HIGHLY recommended – degree, field, professional experience, etc.		

<b>Posting Length</b> (period open for applications. Date format: MM/DD/YYYY):									
Open Date (applicants cannot apply until this date):									
Initial Review Date (applicants must complete their applications by this date to be considered - <b>fifteen (15) day minimum</b> ):									
Final Date (the recruitment will no longer be available to applicants after this date – <b>thirty (30) day minimum</b> ):									
<b>Additional Employment Requirements</b> (select all that apply – “R” = Required, “O” = Optional):									
R: O:	CV	R: O:	Cover Letter	R: O:	Statement of Research	R: O:	Statement of Teaching	R: O:	Background Check
R: O:	<a href="#">Statement on Contributions to Advancing Diversity, Equity, and Inclusion</a>								
R: O:	Other (specify document):			Description:					
R: O:	Other (specify document):			Description:					
R: O:	Other (specify document):			Description:					
References: -									
<b>Advertisement</b>									
All advertisements for academic recruitments are automatically posted to the following locations:									
<ul style="list-style-type: none"> <li><a href="#">AP Recruit</a></li> <li><a href="#">Academic Keys</a></li> <li><a href="#">Inside Higher Ed</a></li> <li><a href="#">Northern California Higher Education Recruitment Consortium (Norcal HERC)</a></li> </ul> <ul style="list-style-type: none"> <li><a href="#">Higher Ed Jobs</a></li> <li><a href="#">Indeed</a></li> <li><a href="#">The California State Workforce Site (CalJobs)</a></li> <li><a href="#">locajobnetwork</a></li> <li>Community Outreach Organizations</li> </ul>									
In addition to the above advertisement locations, please post to following sites (optional):									
Advertising Budget (if any):			Outreach to be done by faculty - List sources (if any):						
<b>Short Ads:</b> If using short ads, please include the apply link and the following statement: <i>“All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.”</i>									
<b>Job Posting Text</b> (HR/AP Partner may provide you with a preview of your job ad for approval)									
<b>Recruitment Name:</b>									
Listed Salary Range (at 100%):			to		Listed Percent Time:				
<b>FUNDING INFORMATION</b>									
<b>Funding for Salary &amp; Benefits</b> (Please make sure to update the corresponding Position Number)									
Distribution % <sup>1</sup>	Funding Agency	Agency Type	GLBU	Fund	Org/Dept.	Program	Chartfield 1	Chartfield 2	
← MUST EQUAL 100%									

External Advertising <i>(if applicable)</i>								
Distribution % <sup>1</sup>	Funding Agency	Agency Type	GLBU	Fund	Org/Dept.	Program	Chartfield 1	Chartfield 2
← MUST EQUAL 100%								
SEARCH COMMITTEE								
Name:		Email:			Access Type:			
Name:		Email:			Access Type:			
Name:		Email:			Access Type:			
Name:		Email:			Access Type:			
Name:		Email:			Access Type:			
Name:		Email:			Access Type:			
NOTES								
APPROVALS <i>(as needed)</i>								
Attach email approval if needed in lieu of signature below								
Fund Manager Name:			Signature:				Date:	
Attached: <b>Draft Job Ad</b> <b>Short Ad</b> <b>Other:</b>								

<sup>1</sup> Percentage is calculated using the following scale: 1 = 100%

**\*EXAMPLE SEARCH PLAN \***

# UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

**Suggested Title: [Job Title (i.e. Assistant Specialist)]– Area of Specialization (if applicable)– [Unit/Dept/Center Name]**

The UC Berkeley [Unit Name], seeks applications for a [Rank Series], in [specialty or field of study], at [Effort %] time with an expected start date of [Month Year].

## **Responsibilities**

[Position Description narrative]

## **Basic Qualifications (must be met at the time of application)**

[Degree Type] Degree or equivalent international degree.

## **Additional Qualifications (must be met by the start date of the job)**

Additional qualifications by the start date. May only include the required degree, number of years of work experience (if applicable) and a publication record (if applicable). – (HR Partner will review Additional Qualifications to ensure compliance for rank and series)

## **Preferred Qualifications**

[Preferred qualifications by start date. This field is optional but highly recommended]

## **Appointment**

This position reports to [PI/Supervisor Name]. The initial appointment will be at [Effort %] time for [Duration] year(s) with the possibility of extension based on satisfactory performance and availability of funding.

## **Salary and Benefits**

[Salary Range] depending on qualifications. This position provides full benefits. Salary will be commensurate with qualifications and experience and based on UC Berkeley [Series] salary scale

## **To Apply**

Please visit: <https://aprecruit.berkeley.edu/apply/IPFXXXXX>

This recruitment will remain open until filled. Specific questions regarding the recruitment can be directed to [Hiring Manager] at [HiringManagerEmail]@berkeley.edu

All letters will be treated as confidential per University of California policy and California state law. Please refer potential referees, including when letters are provided via a third party (i.e., dossier service or career center), to the UC Berkeley statement of confidentiality (<http://apo.berkeley.edu/evaltr.html>) prior to submitting their letters.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.