

## CHECKLIST FOR APPOINTMENT

For the following Academic series:

Junior Specialist

**Department must initiate the [Employment Disclosure Process](#) and receive clearance, as well as initiate and receive approval of Step 1, or Step 2, or Step 3 and review Step 4 BEFORE assembling the appointment dossier. *\*Please do NOT include the [Employment Disclosure Process clearance email in the appointment dossier.](#)***

1. \_\_\_ If conducting a search, submit a completed Final Search Report via UC Davis Recruit to the dean's office (UCD 500, <http://www.ucop.edu/academic-personnel/files/apm/apm-500.pdf>). Make sure to complete the Search Conclusion for the recruitment after the Final Search Report has been approved.
2. \_\_\_ Or, if requesting a Search Waiver, ***you must first review*** the [Guiding Principles: Search Waiver for Academic Appointees](#) and the [Search Waiver Delegation of Authority](#) to determine if appropriate. A Search Waiver request must be entered and routed for approvals through [UC Davis Recruit](#). Once a Search Waiver request is approved, an appointment dossier that includes the items listed on the appointment checklist must be submitted, and routed for approvals through MyInfoVault (MIV).
3. \_\_\_ Or, if requesting an Exemption, ***you must first review*** the [Guiding Principles: Search Waiver for Academic Appointees](#) and the [Exempt Hires Delegation of Authority](#) to determine if appropriate. An Exemption request must be entered and routed for approvals through [UC Davis Recruit](#). Once an Exemption request is approved, an appointment dossier that includes the items listed on the appointment checklist must be submitted, and routed for approvals through MyInfoVault (MIV).
4. \_\_\_ **For a Foreign National Candidate:** Departments must consult with Services for International Students and Scholars (SISS) in a timely manner to determine the overall visa strategy for candidates who are not U.S. citizens or legal permanent residents. SISS visa processing and contact information is available at <http://siss.ucdavis.edu>.

All candidates must obtain proper nonimmigrant status (usually H-1B) before commencing employment. Departments needing to pursue permanent residency for a foreign national candidate should consult with SISS promptly to understand the legal criteria and process, and timing issues for UCD permanent residency matters (usually outstanding professor/ researcher or labor certification).

**NOTE:** "Special Handling Labor Certification" cases (which is often the quickest and easiest route to permanent residency) can only be filed for candidates selected after a competitive recruitment. The department must use at least one ad from a national professional journal with job title, duties, and requirements per Department of Labor regulations – and the application must be filed with the DOL within 18 months of selection. For further information please see the SISS website.

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**Department** will submit to the dean's office the information listed below through MyInfoVault (MIV):

\_\_\_ Action Form

\_\_\_ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, term of appointment, and qualifications of the individual.

\_\_\_ Reference letters from Recruit, if applicable.

\_\_\_ Position description indicating services expected to be performed and percentage effort expected for each activity.  
**REMINDER: Required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Include Professional Competence and Activity if applicable, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.**

\_\_\_ Curriculum Vitae, should include the following:

- a. Previous applicable employment: Full account of time from the date of first academic (or otherwise relevant) employment up to the present, including any periods when the appointee may not have been employed. **Any/all previous University of California employment must be included.**
- b. Degrees or certificates: Include dates of attendance; name of school, college, university or hospital (intern & resident); location; major subject or field; degree or certificate awarded; and date received.
- c. The following items should be included in the CV if the department chooses to upload a CV in place of completing data entry into MIV:
  - i. Memberships (if any): List memberships in scholarly societies, accreditation boards, civic organizations, etc. You may exclude any organization the name or character of which may indicate the race, religion, or national origin of its members.
  - ii. Honors and Awards (if any): List honors or awards such as Fulbright grants, Woodrow Wilson scholarships, special lectureships, medals, etc., and dates received.
  - iii. Published Writings and/or Creative Activities (if any): List all published writings and/or creative activities.

**NOTE:** Departments may upload the proposed appointee's CV in place of completing data entry into MIV in other categories of the appointment dossier that are included on the CV.

**Dean's office will provide:**

\_\_\_ Action and Leave History Report (not required for redelegated appointments or if appointee is not a current UC Davis employee)