

**CHECKLIST FOR ASSISTANT PROFESSOR I, II AND III APPOINTMENTS AND
ACTING ASSISTANT PROFESSOR I AND II APPOINTMENTS**

Name: _____ Department: _____

- Signed Appointment Letter
- Search Report (completed and approved via AP Recruit*) JPF# _____
- Departmental letter(s) of recommendation (**include eligible faculty vote**)
- Dean's Approval initials on copy of Cover Sheet or Dean's Letter
- Chair's Letter(s) (optional)
- Letters of recommendation (List #)
- Current signed biography and bibliography (UC format)
- Curriculum Vitae
- Teaching Evidence (if applicable)
- Approved authorization for recruitment from PEVC
- Approved o/s memo from PEVC (if applicable)
(see Off-Scale Salary Section for information)
- Check this box if language requiring Evidence of Medical Board Certification and Evidence of California Medical Licensure Certification are included in the Letter of Intent (where applicable)

Retain candidate's publications at the department level with a cover list of accepted and submitted items.

This document check list and its attachments are required by the Office of Academic Personnel and must be uploaded in eFile. Original hard copies must be retained in the college/school.

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate's Publications with cover list of in press items
7. Health Sciences Compensation Plan (HSPC) Acknowledgement/Agreement Form (where applicable)

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

Office of Record: Academic Personnel will remain the office of record for these delegated appointments. The original appointment file, original signed accepted formal offer letter, and other documents required should be sent to Academic Personnel via eFile no later than four weeks after the offer has been accepted. An annual post audit of appointments will be done in consultation with CAP.

The AP Recruit Search Report replaces that Affirmative Action Compliance Report and Affirmative Action Summary of Recruitment Statistics. The document is available in AP Recruit and will not be forwarded with the file beyond APO.