**CHECKSHEET #F-1A** [**PROFESSIONAL RESEARCH SERIES – APM 310**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-310.pdf)

***Vice Chancellor for Research Office***

**APPOINTMENT – Assistant Professional Researcher**

**NAME:**       **UNIT:**

**PROPOSED:**      ,      ,       **SALARY: $**

**Title, Step, %**

**CURRENT POSITION:**       **INSTITUTION:**

**EFFECTIVE:**       to

**Start Date** to **End Date**

**CHECKLIST**

     Director’s recommendation or concurrence

     Principal Investigator’s/Supervisor’s recommendation

Recommendation should include:

     Description of duties and responsibilities of position

Estimated length of time candidate’s services will be needed

     Qualifications of the candidate

     Evaluation of research activity, publications, creative work and professional competence, with particular emphasis on papers or articles in refereed publications

     Evaluation of special honors and awards, if any

     Justification for decoupled salary, if applicable

     Explanation of urgency/lateness, if applicable

     Candidate’s materials

     Updated Curriculum Vitae

     For recruitments: all application materials submitted by candidate

     For recruitments: copies of letters of reference, if applicable

     Recruitment, Waiver, or Exemption documentation: completed through AP Recruit

Recruitment #:       Waiver #:       Exemption #:

**HR CONTACT**

**NAME:**       **PHONE:**       **EMAIL:**