**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:**