**CHECKSHEET #H-1** [**ACADEMIC COORDINATOR SERIES – APM 375**](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-375.pdf)

***Vice Chancellor for Research Office***

**APPOINTMENT – Academic Coordinator – All Levels**

**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 academic training and experience; professional accomplishments; scholarly contributions

     Evaluation of program management activity, including: planning and development; fundraising; supervision; outreach and collaborative work

     Evaluation of special honors and awards, if any

     Justification for off-scale 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

     Academic Coordinator Questionnaire

     Unit Organizational Chart

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

Recruitment #:       Waiver #:       Exemption #:

**HR CONTACT**

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