

## CHECKLIST FOR APPOINTMENTS

For the following Academic Federation series:

Assistant University/Law Librarian  
Associate University/Law Librarian

Department must initiate and receive approval of Step 1, or Step 2, Step 3 and review Step 4 BEFORE assembling 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](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 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 pursuing 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.

**Department** will submit to the University Librarian or the Dean's office School of Law the information listed below through MyInfoVault (MIV):

\_\_\_ Action Form

\_\_\_ University Librarian, or Dean, School of Law recommendation letter containing the following information:

- \_\_\_ Comprehensive assessment of candidate's qualifications with detailed evidence
- \_\_\_ Analysis of the quality of the administration and management of functional areas of library administration and professional ability
- \_\_\_ Report of vote of members of the University Library/Law Library Peer Group Voting Plan

**NOTE:** A peer group recommendation letter does not need to be provided for appointments, but an approved peer group/voting group plan must be in place.

\_\_\_ Position description, with a listing of percentage effort expected for each activity. Position description template is available on the Academic Affairs website.

\_\_\_ Organization Chart

\_\_\_ Extramural letters (five to eight letters, not arm's length) stamped "CONFIDENTIAL." Include the following in the dossier:

- a. List of all referees, including academic/professional title and expertise of each referee. Upload into MIV as a Non-Redacted letter.
  - i. This list must identify those nominated by the candidate and those nominated by department. If the same name appears on both lists, they will be included on the department list.
  - ii. Indicate which referees are arm's length, if any.
- b. Example of the solicitation letter. Do not include the name and address of a referee in the example. Upload into MIV as a Non-Redacted letter.

- c. Extramural letters. Both redacted and non-redacted versions should be uploaded into MIV. The following information should be marked on each of the extramural letters.
  - i. Stamp all letters "CONFIDENTIAL"
  - ii. Each letter must be identified separately by a letter or number that corresponds to the letter or number used in a. above, to ensure confidentiality of reviewers (APM160).
  - iii. Each letter should be identified as being from either the "candidate list" or the "department list."
  - iv. Indicate whether the letter is "arm's length" or "not arm's length", according to the opinion of the department chair.

(See APM – 210; APM—220-80-c. and UCD 220 Exhibit B.)

\_\_\_ 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 and dates received.
  - iii. Published Writings and/or Creative Activities: 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 any categories of the appointment dossier that are included on the CV.