

Academic HR Partner (7715U), Berkeley Law - 77250  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=254954>

Downloaded On: Apr. 1, 2025 9:13pm

Posted Mar. 27, 2025, set to expire Jul. 1, 2025

<b>Job Title</b>	Academic HR Partner (7715U), Berkeley Law - 77250
<b>Department</b>	Berkeley Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Mar. 27, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6105024">https://apptrkr.com/6105024</a>

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**Job Description**

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**Academic HR Partner (7715U), Berkeley Law - 77250**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.



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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### **Departmental Overview**

UC Berkeley School of Law (Berkeley Law) is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. Berkeley Law is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national, and global import.

The Human Resources department supports the goals and challenges of the law school by providing services which promote a work environment that is characterized by fair treatment, open communications, personal accountability, trust and mutual respect. We are committed to providing the highest level of responsive, confidential service possible, while serving as a resource of information and expertise.

The position involves recommending, developing, implementing, administering, coordinating, and/or evaluating Academic Human Resources policies, labor contracts, statutes, programs, and procedures covering one or more of the following: academic recruitment, appointment, and advancement; compensation and salary administration; faculty welfare programs; visa procurement; benefits; payroll; training and development; faculty misconduct; and faculty equity. The position primarily manages faculty titles, such as Professor and Assistant Professor of Law, Clinical Professor and Clinical Assistant Professor of Law (LSOE), and Visiting Professors.

### **Application Review Date**

The First Review Date for this job is: April 8, 2025. This position will remain open until filled.

### **Responsibilities**

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- Facilitates and manages the academic appointment and review process, primarily for senate faculty, addressing policy and compensation issues.
- Supports and advises the Dean and Merit Review Advisory Committee (MRAC) at Berkeley Law. Reviews, analyzes, and generates information on faculty teaching, research, and service efforts.
- Drafts and/or edits academic appointment cases, personnel reviews, appointment letters, exceptional requests, and decanal recommendations. Casework focuses on senate faculty (e.g., professors, senior lecturers with security of employment), endowed chair appointments/reappointments, and associate dean appointments/reappointments.
- Reviews and analyzes merit and promotion cases for faculty, ensuring timely submission and shepherding cases through the review process. Serves as primary administrative support for MRAC.
- Facilitates and provides administrative support for faculty discussions on personnel actions, including scheduling and ballots for faculty votes on mid-career reviews or promotions.
- Partners with Berkeley Regional Services (BRS) to implement personnel actions, ensuring UCPath reflects current appointment terms.
- Provides strategic advice and counsel to unit heads and senior leadership by analyzing and interpreting system-wide and campus policies, collective bargaining agreements, and academic personnel procedures.
- Prepares information and data for internal and external reports (e.g., American Bar Association (ABA), Association of American Law Schools (AALS)).
- Tracks and monitors teaching workloads, service commitments, and faculty leaves or sabbaticals.
- Runs and audits academic personnel records via UCPath, CalAnswers, or other campus systems.
- Maintains accurate faculty records and personnel files.
- Counsels senate faculty on moderate to complex work-related issues, such as teaching workload calculations, sabbatical leaves, medical leaves, and unpaid leaves. Helps resolve leave-related issues.
- Analyzes and interprets guidelines and policies to advise academic appointees on work-eligibility matters (e.g., H1-B processing, PR application) and general benefits, including considerations during leaves.
- Coordinates and/or manages senate academic searches, including drafting search waiver requests and search plans, placing ads, and search reporting. Partners with the Office of Faculty Equity and Welfare (OFEW) to ensure compliance with campus guidelines. Coordinates academic hiring with central Academic Personnel Office (APO), Berkeley Regional Services (BRS), and other units as needed.
- Assists with the review, analysis, and generation of information for non-senate academic personnel reviews, such as Academic Coordinators, Specialists, Adjunct Professors, and Librarians. Drafts and/or edits excellence reviews and merit recommendations for Unit IX titles.

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Prepares appointment or reappointment letters for Unit IX titles or other non-senate academic titles.

- Engages in professional development and training opportunities as needed.
- Performs additional duties as assigned.

### Required Qualifications

- Requires in-depth knowledge of and ability to apply/interpret campus and college policies and procedures which govern academic HR.
- Excellent critical and innovative thinking to address complex issues and present nuanced analyses.
- Thorough knowledge of and/or ability to quickly learn system-wide and campus policies, union contracts, procedures and practices that govern academic HR administration.
- Thorough knowledge of and/or ability to quickly learn campus and school goals, priorities and values and the legal and human implications of decisions.
- Ability to analyze complex management issues; develop project scope and solutions, give professional advice to senior officials and make critical decisions regarding personnel.
- Excellent communication and interpersonal skills and the ability to communicate effectively with diverse audiences.
- Political acumen and the ability to deal with sensitive and confidential information using tact and diplomacy.
- Ability to use discretion and maintain confidentiality.
- Demonstrated initiative and the ability to navigate change and deal with ambiguity.
- Excellent computer skills and the ability to successfully learn new computer programs and software systems with ease.
- Excellent planning and organization skills.
- Self-starter with the ability to successfully work independently as well as collaboratively in teams.
- Knowledge of trends in academia in law, especially in the areas of academic planning, human resource management and administration highly desired.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.

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**Education/Training:**

- Bachelor's degree in related area and / or equivalent experience / training

**Preferred Qualifications**

- Experience working in an academic/higher learning environment.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$90,000.00 - \$102,000.00.
- This is an exempt, monthly-paid position.
- This position is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

**How to Apply**

To apply, please submit your resume and cover letter.

**Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the

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job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Misconduct**

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

### **Other Information**

This is not a visa opportunity.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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