

**Faculty Appointments Checklist**

**Faculty Candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Letter to Faculty Appointments Committee Chair from the Department Chair

Include the following information in the letter:

* Request appointment and state the role in the department
* Statement of verification of credentials
* Rank and tenure option
* Department/division

\_\_\_\_\_ Current Curriculum Vitae (within last 6 months)

\_\_\_\_\_ Three (3) current letters of recommendation (within last 6 months)

**IF REQUESTING A NON-SALARIED POSITION STOP HERE**

\_\_\_\_\_ Interview comments from one (1) member of Faculty Appointments Committee and other faculty (at least 3)

\_\_\_\_\_ Copy of Request to Recruit form

\_\_\_\_\_ Completed and signed HSC OP 60.09 Attachment D, EEO/Affirmative Action Recruitment Summary, with the candidate/applicant **demographic data** (get from HR recruitment office)

*Following approval by the Faculty Appointments Committee, the following documents will be required.*

\_\_\_\_\_ Request to Hire

\_\_\_\_\_ Letter to SPPH Dean requesting the letter of offer to be sent to candidate

Include the following information in the letter:

* Request appointment as approved by the Faculty Appointments Committee
* Rank and Tenure option
* Current address
* Starting date
* Starting salary

\_\_\_\_\_Original (official) Transcript(s)