



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

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School of Population and Public Health

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)