New Appointment Checklist

Name: ________________________________

Title:  Associate Professor (Regular, Special, Clinical, or Research TS)
       Professor (Regular, Special, Clinical, or Research TS)

☐ Recommendation of Department Chair
☐ Curriculum Vita
☐ List of division faculty names and academic ranks by Division
☐ Written opinion of each faculty member required to be consulted within the division
☐ At least four (4) external letters evaluating candidate’s abilities in teaching, research,
  service, or other areas from persons not suggested by the candidate*
☐ At least two (2) external letters evaluating candidate’s abilities in teaching, research,
  service, or other areas from persons suggested by the candidate*
☐ Brief bio on external letter writers including indication of who was suggested by
  candidate
☐ Description of procedural steps used within the department/college and explanation of
  how these steps were communicated to the faculty member
☐ Statements on Evidences appropriate to the field
☐ The Teaching Portfolio
☐ Candidate’s personal statement on research
☐ Candidate’s personal statement on service
☐ List of, and representative samples from research articles, books, patents, writings, or other creative productivity

☐ Notice of Academic Appointment and Assignment (E02)

☐ Teaching Credential Form

☐ Teaching Credential Justification (if applicable)

☐ Offer Letter

☐ Copy of Official Transcript

☐ Approved Job Description (Special, Research, & Clinical TS only)

* expedited process allows for letters from candidate’s application process to be utilized (minimum of 3 letters)

Date Submitted to Provost Office: __________________________