New Appointment Checklist

Name:___________________________

Title:  Instructor
       Lecturer
       Assistant Professor (Regular, Special, Clinical, or Research TS)

☐ Notice of Academic Appointment and Assignment (E02)
☐ Teaching Credential Form
☐ Teaching Credential Justification (if applicable)
☐ Curriculum Vita
☐ Offer Letter
☐ Copy of Official Transcript
☐ Approved Job Description (Special, Research, & Clinical TS only)

*No Letters Required

Date Submitted to the Provost Office: _____________________