

Recruitment for TT/T Faculty Appointment Checklist

UNIVERSITY PERSONNEL - FACULTY | 408-924-2450 | ADMIN 218

<i>Candidate Name</i>		<i>JOID</i>	
<i>Department</i>			

Please attach this checklist to each appointment packet.

If you have questions or need further assistance, please contact the Office of Faculty Affairs at (408) 924-2450.

Required Items:	
	Dean's Draft Letter of Appointment (Offer Letter – Email Soft Copy to AVP/ FA)
	Cover Memo with Recommendations of Candidates in Rank Order
	Recruitment Report
	SC-1 (Statement of Professional Preparation & Experience)
	Letter of Interest/ Cover Letter
	Curriculum Vitae (CV) of Final Candidate
	Three (3) recent, confidential Letters of Recommendation**

	Finalist Evaluations		
	Curriculum Vitae (CV) of each finalist interviewed (not including Candidate)		
	Recruitment Committee Confidentiality Form		
	Accurate Background Submitted	Date Submitted:	
(will be checked off by FA once department submits documents below)			
	Dean's Final Accepted Letter of Appointment (Offer Letter)		
	Original Transcripts for Terminal Degree (E-transcripts acceptable)		
	Employee Profile		

Important Reminders

- Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process.

****"Recent" meaning no later than one year. Confidential Letters of Recommendation are to be managed through Interfolio, sent electronically or mailed directly from a University or official work to College or Department.**

Comments