



Faculty Name \_\_\_\_\_ Recruitment # \_\_\_\_\_  
Department \_\_\_\_\_

- 1. Personnel Transaction Form [PTF] *[Completed by college without SSN]*
- 2. Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:
  - Department Chair and/or Department Committee with copies to committee members.
  - College Dean, with copy to chair.*[Include rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics to be included in appointment letter, as appropriate.]*
- 3. Statement from the Dean or Chair summarizing the oral evaluation of the **tenure-track** candidate's qualifications from his/her most recent employer.  
*[Include name and title of individual providing the information.]*
- 4. SC- I Form, Statement of Professional Preparation and Experience
- 5. Current resume
- 6. Official transcript from university granting highest degree. Foreign degrees must be reviewed by the Center for International Education for U.S. equivalency (include review notice).  
*[If the official transcript is not yet available, one of the following must be included for verification. An offer of appointment from the Provost will **not** be made until this evidence is received by Academic Personnel.]*
  - Letter from University official, if degree requirements completed and when degree will be awarded.
  - Copy of diploma
- 7. Three recent letters of recommendation
- 8. Evidence of teaching effectiveness, scholarly and creative activities, and University/community service.  
*[Documentation should be retained at college level.]*
- 9. Search Documentation *[Include the following with the appointment file.]*
  - Department Action Log with all attachments
  - Applicant Log

All search documents, during and following the search, are confidential and are to be filed in a secure location for three years.