# Lecturer Appointment Checklist

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| Faculty Name |  | Recruitment # |  |
|   |
| College |  | Department |  |

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| --- | --- | --- | --- |
| 🞏 | Part-Time Lecturer | 🞏 | Full-Time Lecturer |

Appointment:

Appointment File Includes:

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| 🞏 Personnel Transaction Form (PTF) (FT Lecturer Appointments *ONLY*) |
| 🞏 Signed Letter of Appointment  |
| 🞏 SC‑ I Form (original, signed) |
| 🞏 Current curriculum vitae |
| 🞏 Official transcript from university granting highest degree   |
| 🞏 Three recent letters of recommendation (less than 3 years old) |
| 🞏 Final Copy of Position Description (FT Lecturer Appointments *ONLY*) |
| 🞏 Search Documentation**\*** (FT Lecturer Recruited Positions *ONLY*) |
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\*All documentation related to a search must be kept on file in the department office for a three-year period.