

## Lecturer Appointment Checklist

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

College \_\_\_\_\_ Department \_\_\_\_\_

Appointment:     Part-Time Lecturer     Full-Time Lecturer

Appointment File Includes:

- Personnel Transaction Form (PTF) (FT Lecturer Appointments *ONLY*)
- Signed Appointment Contract
- SC- I Form
- Current resume
- Official transcript from university granting highest degree
- Three recent letters of recommendation (less than 1 year old)
- Final Copy of Position Description (FT Lecturer Appointments *ONLY*)
- Search Documentation\* (FT Lecturer Recruited Positions *ONLY*)

\* All documentation related to a search must be kept on file in the department office for a three-year period and is subject to audit by the Office of Equity and Diversity.