



**For Your Reference  
Checklist for Tenure-Track  
Faculty Appointments  
( Recruitment Documents to Upload in PageUp )**

Candidate Name \_\_\_\_\_

Job Number \_\_\_\_\_

Department \_\_\_\_\_

Search Year \_\_\_\_\_

- 1. 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.

*[To be included in the appointment letter: rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics such as Visa for work authorization, as appropriate.]*

- 2. Statement from the Dean or Chair summarizing the oral evaluation of the tenure-track candidate's qualifications from his/her most recent employer.

*[Include date, name and title of individual providing the information.]*

- 3. Terminal Degree Requirement.
  - Letter from University official, if degree requirements completed and when degree will be awarded.
  - Certified copy of diploma, if transcript is not available from the institution.

Foreign degrees **must** be evaluated by the Center for International Education (CIE) for U.S. degree equivalency (include evaluation from CIE with appointment file).

*[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 Faculty Affairs.]*

- 4. Reference: Summary of References. For Department opted-in for live or verbal references  
(Department **opted-out** for confidential letters of recommendation **does not submit a summary** of references. Letters are reviewed in the candidate's online file)

- 5. Department Action
  - 1. Recruitment and Advertising Plan – Approved by Equity and Diversity
    - Also attach copies of **ALL** actual advertising efforts – as it appeared on print/publication, websites, etc.
  - 2. Screening and Selection Process – Approved by Dean
    - Attachment shall include all 5 documents
  - 3. Search Committee Chair's request for Dean's approval of applicant pool with copy to Equity and Diversity
  - 4. Copy of Dean's approval of semi-finalists (e-mail request from Search Committee Chair shall be included)
    - Attach list of semi-finalists
  - 5. Copy of Dean's approval of finalists for On-Campus/On-Zoom Interviews (e-mail request from Search Committee Chair shall be included)
    - Attach list of finalists

**All search documents during and following the search are confidential.**