

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 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*)

*All documentation related to a search must be kept on file in the department office for a three-year period.