

New Faculty Checklist

Name: _____

____ Personnel Report

____ New Appointment form

____ Cover Letter from Dean/VP to SVPAA

____ Signed Letter of Offer

____ Affirmative Action Checklist (if searched) or EOO approval for hire letter (if temporary position)

____ Applicant Clearinghouse Position Vacancy Announcement (if searched)

____ Official Transcripts for highest degree

____ Vita

____ Three to Five External Letters of Recommendation

____ FIRST Record completed and sent to approving authority

Please submit all paperwork (plus one copy) **at one time** to Tennille Chastain in the Business Office