Listed below are the required documents needed by AA and HR. The Dean’s office is responsible for sending the required documents to the Office of the Provost. The Executive Assistant for the Provost (Asa Lowry) will distribute copies to the appropriate offices.

- **No paperwork will be turned in to Human Resources until Academic Affairs has received all appropriate documents required by HR (application, faculty information form, approval letter and contract).**
- The departments are responsible for submitting tax/payroll forms to appropriate offices (Payroll or HR). Copy of I-9 is not to be submitted; only original when completed by the department (when employee begins work). This lessens confusion on what has been turned in to the appropriate offices.

**Office of the Provost (Full-time faculty, originals)**
- Signed OES application
- Official transcripts from awarding institutions (undergraduate and graduate)
- Faculty Information Form
- Statement of Proficiency in Oral and Written Communication
- 3 letters of recommendation
- Vita
- Faculty Recommendation Letter/Checklist
- Contract (copy)

**Human Resources**
- Signed OES application (copy)
- Contract (original)
- Faculty Information Form (copy)
- Faculty Recommendation Letter (copy)
- Criminal Background Check form (submit directly to HR by the Department – fund number to use – 152610)

**Contract (includes part-time & full-time faculty)**
Once signed:
- Academic Affairs (copy)
- Human Resources (original)
- Department Chair (copy)

**PART-TIME FACULTY**
ALL of the above applies. (do not have to submit approval letter)
FACULTY APPOINTMENT RECOMMENDATION CHECKLIST

This form shall be used to initiate all new full-time faculty appointments. It is the responsibility of the Department Chair to recommend suitable individuals for vacant positions. When candidates are brought to the campus for an interview, they shall meet with departmental faculty and students as appropriate, with the College or School Dean, with the Dean of School of Graduate Studies if the candidate is expected to teach graduate courses, and with the Associate Vice Chancellor for Academic Affairs. Candidates are required to deliver a lecture or presentation to the department faculty and students as a part of the process for evaluating candidates.

<table>
<thead>
<tr>
<th>Department Number</th>
<th>Date</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and mailing address of candidate</td>
<td>Candidate’s earned degrees and granting institutions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Country of citizenship</td>
<td></td>
</tr>
</tbody>
</table>

Rank

Recommended nine-month salary

Effective date of employment

Describe any special conditions, such as, “temporary”, “replacement of person on leave”, “contingent upon completion of doctorate”, etc. Attach separate memorandum if necessary.

Attached are the following:

[ ] An official copy of academic transcripts reflecting the attainment of the candidate’s undergraduate and graduate degrees;
[ ] The candidate’s signed application and vita;
[ ] Letters (3) of recommendation supporting the candidate;
[ ] Faculty Recommendation Letter;
[ ] Statement of proficiency in oral and written communication;
[ ] Faculty Information Form;
[ ] Criminal Background Check (Sealed Envelope to Human Resources)

Department Chair Date Dean Date

Revised 04/2021