

Faculty Hire Package Summary Checklist as of 5/22/09

LABEL

Hiring Freeze Exemption Form
Faculty Hiring Package Checklist
CAH Data Request Form

TABS:

Contracts & ePaf's
Salary History
Overload & Dual Comps
Outside Activities
Annual Assignments
Faculty Academic Assignments
Promotion & Tenure
CPE
Student Evaluations
Chair Evaluations
Miscellaneous
Curriculum Vitae'
Pre-Employment

MATERIALS behind Pre-Employment TAB:

Approved background check email from HR
Response/acceptance from selected candidate addressed to chair
Letter of Recommendation to Offer to candidate
Letter of Recommendation to Hire candidate addressed to Dean from chair
Deans approval to search and hire (email/memo)
* Position Vacancy Posting from HR website
* Approved National Ad
AA20 Form
Sac's Credential Forms (AA20a &/or AA20b)
Official Transcripts (use stamp - certified by & date)
* Applicant Log
* Approved Minutes of Search Committee Meetings
* Tenure Materials (place in sealed envelope, mark final tally on front of envelope) Example: if hiring Prof. with Tenure
3 or more Telephone References, (may have 2 telephone references and one current letter of recommendation
Ltrs. Of Recommend. (must be dated, signed and less than 1 yr.)
also, email recommend ltrs are acceptable
Letter of Interest

***Send to Sue Ann Mann - CAH Dean's Office
within 2 wks. Of Employment Agreement request.***

The items indicated by an * is not needed for 1 yr. non-renewal positions.