CAH FACULTY HIRING BINDER CHECKLIST

NAME __________________________________________

DEPARTMENT  ___________________________________  

START DATE:_____________

POSITION #: ___________  TITLE:_____________________

Front page of binder sheet: Name-Faculty-Dept.

Academic Affairs Faculty Hiring Package Checklist

- 1. Agreements/Contracts
- 2. Assignment of Duties
- 3. End of Semester Reports
- 4. Evaluation of Faculty Performance
- 5. CPE’s
- 6. Student Perception of Instruction
- 7. Pertinent Information
- 8. Pre-Employment-CAH

Documents needed behind Pre-Employment tab:

- Approved background check email from HR with Chair/Directors initials
- Applicant Affirmation Form (signed)
- Fair Credit Reporting Act Disclosure Form
- Letter of Offer to Candidate
- Acceptance of Offer from Candidate
- Letter of Recommendation to Dean to Hire Candidate from Chair
- Posting Summary from People Admin. System
- PVA to close "Open Until Filled Ad" (if applicable)
- Approved Ad by EO/AA
- Copy of second advertisement
- Faculty Employment Certification AA-20 Form
- Submit FQMS Online for SAC’s Credentials, FQMS #_________
- Official Transcripts (use stamp-certify & date, also upload into FQMS)
- Curriculum Vitae (also upload into FQMS)
- EEO Report-Applicant List
- Approved Minutes of Search Committee Meetings
- Tenure Materials and AA-12 Form (if applicable)
- Telephone Reference Checks: (3 phone references or 2 by phone and 1 letter of
  - Letter of Interest from the Candidate
- Employment of Relatives (if applicable)
- Request CAH user accounts and file share access with your Tech liaison
- Send Complete Hiring Binder to Suzanne Lin-Budget and Personnel,
  Dean’s Office immediately

Send Complete Hiring Binder to Suzanne Lin-Budget and Personnel,