

## FULL-TIME FACULTY APPOINTMENT PROCESSING CHECKLIST

Candidate's Name: \_\_\_\_\_

Department: \_\_\_\_\_ Appointment Effective Date: \_\_\_\_\_

***Please use this page as a coversheet for the hiring packet, assembling the items below in the specified order. Please forward the packet to the Office of Academic Affairs for review, approval, and processing.***

1. \_\_\_\_ Dean's cover letter, including the following information.
  - a. Specific recommendation that this applicant be hired
  - b. Specific rank, salary and employment-date recommendations
  - c. Discussion on Screening Committee's top choice, *(if different from your recommendation)*
  
2. \_\_\_\_ Salary Worksheet for Full-Time Faculty.
  
3. \_\_\_\_ Chairperson's cover letter.
  
4. \_\_\_\_ Screening Committee report signed by *all* committee members.
  
5. \_\_\_\_ Candidate's documentation:
  - a. online application printed from jobs.uco.edu/hr
  - b. letter of application
  - c. resume/vita
  - d. official transcript for highest degree earned (*Departments may request official transcripts for all degrees.*)
  - e. list of three (3) professional references contacted and verified.  
***(Please sign that references have been contacted and verified.)***
  
6. \_\_\_\_ Position Information:
  - a. Online posting number \_\_\_\_\_
  - b. Position was previously advertised but unfilled \_\_\_\_.
  - c. Position is: new \_\_\_\_; replacement \_\_\_\_; temporary, next year only \_\_\_\_.
  - d. Replaces \_\_\_\_\_, who:  
Retired \_\_\_\_; resigned \_\_\_\_; was deceased \_\_\_\_ on (date) \_\_\_\_\_.

Remarks: \_\_\_\_\_

Dean's signature: \_\_\_\_\_ Date: \_\_\_\_\_