

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.
(The Job Offer Spreadsheet should be sent to David Herd in HR.)

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: _____