

## File Checklist for New Full-Time Faculty

**Name of Faculty Member:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Date File Created:** \_\_\_\_\_

The following documents are required for all new full-time faculty:

- 1. Approved Request To Hire form
- 2. Position Announcement/Advertisement
- 3. Faculty Applicant Summary
- 4. Résumé
- 5. Official Transcript
- 6. Letter of Recommendation
  - Letter 1
  - Letter 2
  - Letter 3
- 7. Letter of Commitment noting the following:
  - Prior years service at other institutions
  - Type of contract (tenure, tenure track, extraordinary)
  - Rank
  - Salary amount and contract dates
- 8. Contract to be signed by the Provost and Vice President for Academic Affairs
- 9. Date Contract Issued