



# New Faculty Packet Checklist Full-Time Faculty

New Hire Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Position #: \_\_\_\_\_ Index #: \_\_\_\_\_

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

Department: \_\_\_\_\_

Checklist Prepared By: \_\_\_\_\_

Once conditional Offer is accepted: Collect hiring paperwork, submit all forms below to the

	Employment Application, Applicant's letter & Vita	
	Screening Matrix:	
	Interview Questions:	
	<a href="#">F2.01 Employment Recommendation</a> : Required for initial employment regarding conditions with faculty contract.	
	College Offer Letter:	
	<a href="#">Documentation of Qualifications</a> :	
	Official Transcripts	Hard Copy or Electronic
	Recommendation Letters and Reference Checks:	
	<a href="#">English Proficiency Form</a> :	

**Signature Required**

Department Chair: \_\_\_\_\_

Business Manager: \_\_\_\_\_

Dean:

Provost