

Checklist For Initial Hire of Tenure-Track Faculty

BY DEPARTMENT TO DEAN OF A&S FACULTY:

- e-mail address to be used to send application material
- address to which to send the contract
- original letters of recommendation (if not received electronically)
- Record of Hiring Report* form
- Recommendation by Chair for an Initial Faculty Appointment* form; a paper copy signed in ink is sent to the Dean
- Recommendation by Department Faculty for an Initial Faculty Appointment* form - minimum of 3, not including the chair's recommendation; a paper copy signed in ink is sent to the Dean

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for hire
- all department materials