

Checklist for Appointment of Full-time, Non-tenure-track Instructors: Lecturers, Visiting Assistant Professors and all others except Post-Docs and Visiting Associate or Full Professors

Materials, unless otherwise stated, are preferred electronically

BY APPLICANT TO DEPARTMENT CHAIR:

After authorization is received to hire for this position:

- current c.v.
 - interview with Chair, at least 3 faculty members (at least 1 tenured in all cases; for senior positions, at least 2 Associate/Full Professors)
 - interview with School Dean(s)
 - if this is the first application for a full-time position within last 2 years: email and postal addresses identified by the candidate to be used for Fordham contact
- OR
- for all other applicants: *Instructional Staff Application* [electronic signature pending].
- Supporting material as required

BY DEPARTMENT TO DEAN OF A&S FACULTY:

Electronic transfer is required for all materials except recommendations and the signature page of applications. All faculty members of the Department shall be afforded reasonable opportunity to review the application submitted by the candidate and, when practical, the opportunity to meet the candidate.

- 1 copy of all applicant material
- teaching evaluations (if available)
- Record of Hiring Form* if this is a new person or a new position
- Recommendation of the Personnel Committee for an Instructional Staff Appointment* with the Committee Chair's report attached; **a quorum of 50%** of department tenured faculty is required
- Recommendation for an Instructional Staff Appointment* from the Chair and at least the three tenured or tenure-track faculty, including one tenured, who interviewed the candidate, and may also include other members of the department who wish to do so, within **one week of meeting** [electronic submission of recommendations is pending]

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for hire
- all department materials

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