

## **Checklist For Appointment of Full-time, Non-tenure-track Instructors: Post-Docs and Visiting Associate or Full Professors** (maximum time in position is 3 years)

---

**Materials, unless otherwise stated, are preferred electronically**

### **BY APPLICANT TO DEPARTMENT CHAIR:**

**After authorization is received to hire for this position:**

- current c.v.
- 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 Report* form if this is a new person or a new position
- Recommendation by Chair for An Instructional Staff Appointment*
- Recommendation of a Faculty Member for an Instructional Staff Appointment* – minimum of 3 tenured or tenure-track faculty including one tenured, not including the Chair's recommendation [electronic submission of recommendations pending].

### **BY DEAN OF A&S FACULTY TO PROVOST:**

- Dean of A&S Faculty's Recommendation for hire
- all department materials