

Checklist For Initial Hire of Tenured 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; a paper copy is sent to the Dean
- 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

Additional Checklist For Tenured Hires:

Materials, unless otherwise stated, are preferred electronically

BY APPLICANT TO DEPARTMENT CHAIR:

We request that applicants provide the materials electronically

- Application for Tenure or Promotion* form; in addition to the electronic version, a paper copy signed in ink must also be included with the tenure materials
- Supporting materials

BY DEPARTMENT TO DEAN OF A&S FACULTY:

Electronic transfer via myfiles is preferred with the exception of the faculty recommendations

- Paper copy as well as electronic copy of the candidate's signed application for tenure
- all supporting material
- the appropriate Department Norms for this tenure decision
- Recommendation of the Personnel Committee on Tenure* form with the Committee Chair's report attached; in addition to an electronic copy, a paper copy must be sent to the Dean
- Recommendation of Faculty Member on Tenure* forms from all members of the Committee, including one from the Department Chair; the paper copy signed in ink must be sent to the Dean of Faculty within **one week** of the personnel meeting

THE HIRING PROCESS CANNOT CONTINUE UNTIL ALL TENURE MATERIAL HAS BEEN RECEIVED

BY DEAN OF A&S FACULTY TO PROVOST:

- Dean's Recommendation for hire
- Dean's Recommendation for tenure
- all department materials

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