

**Hiring Checklist for New Faculty (Updated 4/19/2022)**

**Name of Applicant** \_\_\_\_\_

**Department** \_\_\_\_\_

- ☐ Inform the Faculty Records Specialist that you are planning to interview.
- ☐ Chair must contact all references (Must be done before file goes to dean's assistant)
- ☐ Will this person require moving expenses? (Full Time Only) \_\_\_\_\_. If yes, Dean's Assistant will coordinate with HR and those who will work with the applicant to make arrangements after the contract is signed.
- ☐ Create a file using a manila file with a white file label. Last name first. When the file is **complete** submit the file to the Dean's Assistant.
- ☐ **Items should be in the order as listed below. If an item does not apply, write N/A beside the circle.**
- ☐ A marked copy of this page
- ☐ Request for Faculty Appointment Form (For Full Time)
- ☐ Request for New Adjunct Faculty Appointment (For New Adjuncts) **List all disciplines and courses that the person is authorized to teach.**
- ☐ Residential Adjunct Assignment Form
- ☐ Faculty Appointment Evaluation Form (For Full Time Only). Must be signed by Chair and Search committee.
- ☐ Application
  - ☒ Make sure education listed on Curriculum Vitae and Application match.
  - ☒ Make sure if they list that they have a degree that the transcript shows it was conferred or awarded.
- ☐ Curriculum Vitae
- ☐ Unofficial Transcripts (For every college and university listed under the education section of the applicants Curriculum Vita and Application.) **NOTE: Please highlight in yellow on the unofficial transcript where it states the degree was awarded or conferred and the date.**
- ☐ Three letters of reference
- ☐ Narrative (If required)
- ☐ Spiritual Formation (If Required)
- ☐ New Employee IT Access Form

**1. Chair interview – Signature and date**

**4. Online Dean approval if needed**

**2. File Approval by Dean's Assistant – Signature and date**

**5. Paperwork given to Provost's office by:**

**3. Dean's final approval – Signature and date**