

HIRING CHECKLIST FOR NEW FULL-TIME FACULTY

Name of Applicant:

College:

Department:

Inform the Faculty Hiring Coordinator that you are planning to interview.

- ☐ Will this person require moving expenses? _____
If yes, Dean's Assistant will coordinate with Ruth Miller, cc Carol Miller, to coordinate amount approved for moving expenses
- ☐ Chair and Dean Interview the Applicant
 - Date the chair interviewed the applicant:
 - Signature of Chair:
 - Date the Dean interviewed the applicant:
 - Signature of Dean:

Submit the following to the Faculty Hiring Coordinator

- ☐ Hiring Checklist with signatures
- ☐ Request for Faculty Appointment Form
- ☐ Faculty Appointment Evaluation Form. Must be signed by Chair, Dean and Search committee.
- ☐ Narrative (If required) – See Faculty Handbook 2.1.6.5 (page 17 #6)
- ☐ Spiritual Formation (If Required) – See Faculty Handbook 2.1.6.5. (Page 17 #7)
- ☐ New Employee IT Access Form