



Candidate Name _____

Recruitment Number _____

Department _____

Search Year _____

- 1. Personnel Transaction Form [PTF] *[Completed by college with EmpID]*
- 2. Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:
 - Department Chair and/or Department Committee with copies to committee members.
 - College Dean, with copy to chair.

[To be included in the appointment letter: rank, salary, one or two years prior service credit (if any), assigned time, start-up funds, moving expenses, and other specifics such as Visa for work authorization, as appropriate.]
- 3. Statement from the Dean or Chair summarizing the oral evaluation of the tenure-track candidate's qualifications from his/her most recent employer.

[Include date, name and title of individual providing the information.]
- 4. Original SC- I Form (Statement of Professional Preparation and Experience)
- 5. Candidate's Student Success Statement
- 6. Curriculum Vitae or Professional Resume
- 7. Official transcript from university granting highest degree. Foreign degrees **must** be evaluated by the Center for International Education (CIE) for U.S. degree equivalency (include evaluation from CIE with appointment file).

[If the official transcript is not yet available, one of the following must be included for verification. An offer of appointment from the Provost will not be made until this evidence is received by Faculty Affairs.]

 - Letter from University official, if degree requirements completed and when degree will be awarded.
 - Certified copy of diploma, if transcript is not available from the institution.
- 8. Reference/Recommendation Letters (Originals)
- 9. Evidence of teaching effectiveness, scholarly and creative activities, and University/community service.

[Documentation shall be retained at college level.]
- 10. Search Documentation *[Include the following with the appointment file.]*
 - Department Action Log including all attachments
 - Applicant Log with minimum fields (See Guide for Tenure-Track Applicant Log)

All search documents during and following the search are confidential and are to be filed in a secure location for three (3) years.