Check List for a Clinical Faculty Appointment*

__ Has a search been conducted?
Many of these appointments are for people who were formerly Adjunct Faculty of Lecturers. All full-time appointments require a search. Check with Laura to make sure that a search or a search waiver has been requested. If not, notify the School that the request will not be processed until a search has been conducted or search waiver has been approved.

__ Has the appointment request received Affirmative Action approval?
If not, inform the School that the request will not be processed until such approval has been obtained.

Each new appointment request must contain the following:

__ A transmittal memo from the Dean which includes:
   a. Candidate’s name
   b. Rank of appointment
   c. Term of appointment
   d. Remuneration
   e. A statement of summary/argument as to why this candidate should be appointed (e.g. addressing school/institutional fit, experience and/or background, etc.)

__ Appointment letter to candidate from Dean which includes:
   a. Terms of appointment must include:
      • Title
      • Time period
      • Salary
      • Duties and responsibilities
      • Evaluation criteria
   b. Any contingencies associated with appointment such as approval from immigration authorities for non-citizens
   c. Any other information/terms of agreement such as:
      • Relocation expenses
      • Funds for laboratory or office creation
      • Computer equipment purchases, etc.

__ Memo from Department Chair to Dean of School with following:
   a. Vote of tenured faculty
   b. Terms of appointment (title, time period, salary, duties and responsibilities, and evaluation criteria. If salary will be derived from sources other than Departmental funds, this information must be included.)
   c. A statement of summary/argument as to why this candidate should be appointed (e.g. addressing department/school fit, experience and/or background, etc.)
   d. A statement concerning the teaching credentials of the candidate

__ Candidate’s Dossier, including:
a. Biographical sketch or curriculum vitae
b. Letters of reference
c. Teaching credentials/history such as:
   • A list of courses taught with enrollments
   • A copy of numerical course survey results and questionnaire
   • A sampling of student comments
   • The Department’s (at the Institution where the courses were taught) average teaching evaluation score for comparison.

__ Prepare Dean of Faculty Letter

*Clinical Faculty appointments are no-tenure track appointments. If the majority of duties and responsibilities appear to be outside this realm, this is not the appropriate title.