Check List for a Tenure Track Faculty Appointment*

__ 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 (title, time period, salary)
   b. Any contingencies associated with appointment such as:
      • Approval from immigration authorities for non-citizens
      • Board approval for appointments at the Associate & Full Professor levels
   c. Any other information/terms of agreement such as:
      • Relocation expense
      • 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 (include title, time period, and salary. 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
*Appointment requests at the Associate and Full Professor levels require Board of Trustee approval before the appointment can be considered official. Before being put forward to the Board for approval these appointments must be reviewed and approved by the Faculty Committee on Promotion and Tenure, Deans Committee on Promotion and Tenure, the Joint Committee on Promotion and Tenure, the Dean of Faculty, and Provost.