



New Faculty Packet Checklist Full-Time Faculty

New Hire Name: _____

Rank: _____

Position #: _____ Index #: _____

College: _____

Department: _____

Checklist Prepared By: _____

Once conditional Offer is accepted: Collect hiring paperwork, submit all forms below to the

	Employment Application, Applicant's letter & Vita	
	Screening Matrix:	
	Interview Questions:	
	F2.01 Employment Recommendation : Required for initial employment regarding conditions with faculty contract.	
	College Offer Letter:	
	Documentation of Qualifications :	
	Official Transcripts	Hard Copy or Electronic
	Recommendation Letters and Reference Checks:	
	English Proficiency Form :	

Signature Required

Department Chair: _____

Business Manager: _____

Dean:

Provost