

CHECKLIST FOR ASSISTANT PROFESSOR I, II AND III APPOINTMENTS

Name: _____

Department:

- ____ Signed Appointment Letter (Original)
- ____ Affirmative Action Compliance Report (Original)
- ____ Affirmative Action Summary of Recruitment Statistics (Original)
- ____ Departmental letter of recommendation (**include eligible faculty vote***) (Original)
- ____ Dean’s Approval initials on copy of Cover Sheet or Dean’s Letter (Original)
- ____ Chair’s Letter (optional) (Original)
- ____ Letters of recommendation (List #) (Original)
- ____ Current signed biography and bibliography (UC format) (Original)
- ____ Candidate's Vita (Original)
- ____ Teaching Evidence (if applicable) (Original)
- ____ Approved authorization for recruitment plan from EVCP (Original)

Retain candidate’s publications at the department level with a cover list of accepted and submitted items.

Employee Documents for Appointments:

The Department is the Office of Record for the following items and forms:

1. Surepay Authorization Form and its attachment
2. Federal and State Withholding Form
3. Employment Eligibility Verification (I-9) and its attachments
4. Oath of Allegiance/Patent Agreement
5. Affirmative Action Data Transmittal (Shred after PPS Data Entry)
6. Candidate’s Publications with cover list of in press items

Following PPS Data Entry, forward the following forms to the Payroll Office and keep a copy on file (if applicable):

1. Statement of Citizenship (required from non-citizens of the USA)
2. Exemption from Withholding on Compensation (8233)
3. Tax Treaty Statement
4. Benefit Forms

*This document check list and its attachments are required by the Office of Academic Personnel. Please retain copies in the college.

Office of Record: Academic Personnel will remain the office of record for these delegated appointments. The original appointment file, original signed accepted formal offer letter, and other documents required should be sent to Academic Personnel no later than four weeks after the offer has been accepted. An annual post audit of appointments will be done in consultation with CAP.