

CHECKLIST FOR APPOINTMENTS FOR ASSISTANT PROFESSOR IV & ABOVE

Name: _____ Department: _____

- _____ Dean's Approval initials on copy of Cover Sheet or Dean's Letter
- _____ Candidate's Curriculum Vita
- _____ Affirmative Action Compliance Report
- _____ Affirmative Action Summary of Recruitment Statistics
- _____ Departmental letter of recommendation (**include eligible faculty vote***)
- _____ Current Biography (UCR Format)
- _____ Chair's Letter (optional)
- _____ Current Bibliography of Publications/Creative Activity (UCR format)
- _____ Publications with cover list of submitted items (tenure appointments: submit 1 set; non tenured appointments: retain 1 set in the department)
- _____ Extramural Letters (for tenured appointments, include solicitation letter & list of referees)
- _____ Minority Report (if applicable)
- _____ Teaching Evaluations or other evidence of teaching effectiveness (required for tenured appointments and if appropriate for non-tenured appointments)

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 (APO) is the office of record for appointments. The original appointment file, original signed accepted formal offer letter, and other documents required will be kept in the APO.