

## **CHECKLIST OF DOCUMENTS REQUIRED**

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|-------|--|---|
| _____ | Affirmative Action Compliance Report   | (Original)                                    |
| _____ | Affirmative Action Summary of Recruitment Statistics   | (Original)                                    |
| _____ | Departmental letter of recommendation ( <b><u>include vote*</u></b> )  | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | Dean's letter of recommendation (tenured appointment)<br><i>OR</i> approval initials on copy of Cover Sheet (non-tenured appt)   | (Original)                                    |
| _____ | # of letters of recommendation (Non-tenured appointments)  | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | # of extramural letters (Tenured appointments)<br>(include solicitation letter & brief statement regarding<br>academic standing of each letter writer)                         | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | Current signed biography and bibliography (UC format)  | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | Candidate's Vita   | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | Teaching Evidence  | (Original + 2 Copies to EVC;<br>Copy to Dean) |
| _____ | Candidate's Publications with cover list of submitted items<br>(Tenured appointments: submit 1 set<br>Non-tenured appointments: retain 1 set in the department chair's office) |   |

\*Number yes, number no, number not voting, and number abstaining.

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Employee Documents for Appointments:

The Department is the Office of Record for the following 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)

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