

CHECKLIST FOR APPOINTMENTS FOR LECTURERS AND SENIOR LECTURERS WITH SECURITY OF EMPLOYMENT OR POTENTIAL FOR SECURITY OF EMPLOYMENT

Name: _____

Department: _____

- Dean's Approval initials on copy of Cover Sheet or Dean's Letter(s)
- Chair's Letter(s) (optional)
- Curriculum Vitae
- Search Report (completed and approved via AP Recruit*) JPF# _____
- Departmental letter(s) of recommendation (**include eligible faculty vote**)
- Current Biography (UCR Format)
- Current Bibliography of Publications/Creative Activity (UCR format)
- Publications with cover list of submitted items
- Extramural Letters (for SOE appointments, include solicitation letter & list of referees; the list should include names suggested by the department and/or Chair and should be evenly balanced)
- Minority Report (if applicable)
- Teaching Evaluations or other evidence of teaching effectiveness (required)

This document check list and its attachments are required by the Office of Academic Personnel and must be uploaded in eFile. Original hard copies must be retained in the college/school.

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

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 **must be uploaded in eFile. Please retain the original hard copies in the college/school.**

***The AP Recruit Search Report replaces that Affirmative Action Compliance Report and Affirmative Action Summary of Recruitment Statistics. The document is available in AP Recruit and will not be forwarded with the file beyond APO.**