

CHECKLIST OF DOCUMENTS FOR APPOINTMENTS (Dean’s Final Decision Authority*)

Name: _____ Department: _____

See [The CALL](#) and [Academic Hiring Toolkit](#) for details on how to complete these required parts of the review.

*See [Delegation of Authority](#) for final approval authority

- A. Signed Appointment Letter
- B. Search Report (*completed and approved via AP Recruit***) JPF# _____
- C. Dean’s Approval initial on Cover Sheet or Dean’s Letter
- D. Department Chair's Letter (*optional*) (*confidential*)
- E.¹ Departmental Recommendation Letter (*must include vote*)
- F.¹ Minority Report (*if applicable*)
- G. Curriculum Vitae
- H.³ Current Biography
- I.³ Current Bibliography of Publications/Creative Activity
- J. Teaching Evidence (*if applicable*)
- K.² Extramural Letters
- L. Diversity Statement
- M. Approved authorization for recruitment from PEVC
- N. Approved O/S memo from PEVC (*if applicable*) (*see Off-Scale Salary Section for information*)
- O. Check this box if language requiring Evidence of Medical Board Certification and Evidence of California Medical Licensure Certification are included in the Letter of Intent (*where applicable*) (*not applicable for LSOE Series*)
- P. Signed Financial Planning & Analysis (FP&A) Central Funding Form

¹ See [The CALL](#) for page limitations

² Indicate # included

³ UCR Format

This document check list and its attachments are required by the Academic Personnel Office (APO) 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
7. Health Sciences Compensation Plan (HSCP) Acknowledgement/Agreement Form (*where applicable*)

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: APO will remain 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, no later than four weeks after the offer has been accepted. An annual post audit of appointments will be done in consultation with the Committee on Academic Personnel (CAP).

**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.

FILE TRACKING

Description	Date	Initials	Comments
File received in APO			
File sent to CAP			
Appointment letter date			

Additional Remarks (if applicable): Attach a separate sheet