

**CHECKLIST OF DOCUMENTS FOR APPOINTMENTS (VPAP, PEVC, Chancellor 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. Search Report (*completed and approved via AP Recruit\*\**) JPF# \_\_\_\_\_
- B. Dean’s Approval on Cover Sheet or Dean’s Letter
- C. Start Up Funding Letter (*formerly Initial Complement or IC Letter*) or Letter of Intent (*LOI*)
- D. Department Chair’s Letter (*optional*) (*confidential*)
- E.<sup>1</sup> Departmental Recommendation Letter (*must include vote*)
- F.<sup>1</sup> Minority Report (*if applicable*)
- G. Curriculum Vitae
- H.<sup>2</sup> Current Bibliography
- I. Teaching Evaluations or other evidence of teaching effectiveness (*required*)
- J. Publications with list of submitted items
- K. Diversity Statement
- L.<sup>3</sup> Extramural Letters
- M. 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*)
- N. Signed Financial Planning & Analysis (FP&A) Central Funding Form

<sup>1</sup> See [The CALL](#) for page limitations

<sup>2</sup> UCR Format

<sup>3</sup> Include solicitation letter and list of references

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. 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.

**FILE TRACKING**

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

**Additional Remarks** (if applicable): Attach a separate sheet