Departmental Checklist – New Appointment of Senior Professional Specialist C7
(includes new hires, rehires, staff transfers, and reclassifications)

*The effective start date for the approved submissions from the C7 Fall review will be January 1st, and from the C7 Spring review will be July 1st*

Submit new appointment cases and their corresponding materials via [Interfolio](#)

For C7 Submission:

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| ☐ | **New Appointment Form**  
- Complete the form within Interfolio |
| ☐ | **Voting Form**  
- Complete the form within Interfolio |
| ☐ | **Curriculum Vitae and bibliography**  
- Submit as one document  
- No copies of published works needed |
| ☐ | **Candidate’s Personal/Research Statement** |
| ☐ | **Preapproval Email from Associate Dean** |
| ☐ | **Chair’s Report (from both chairs if joint appointment)**  
- This is a scholarly evaluation of how candidate fits into department with respect to scholarship; analysis of salary recommendation and funding stability. |
| ☐ | **Department Referee Letters**  
Include all referees contacted whether or not they responded or declined to write) along with:  
- Sample Department Letter to Referee  
- Department External Referee Letters received (Submit each letter individually named Department Referee Letter-XXX" with XXX being referee last name) |
| ☐ | **List of DOF External Referees for C/7**  
Submit a list of at least 12 external referees (please use the [C/7 DOF List of Referees template](#)):  
- Include department and candidate suggestions  
- Include brief information about each referee and complete contact information: institution, department, street address, email address, and telephone number. |
- Letters from non-departmental faculty members (optional)

**After C7 Approval:**

- Approved Offer Letter
- Signed Acceptance Letter
- HireRight Criminal Background Check
- Proof of Ph.D. or Highest Degree Verification
- **Search Report Form** and Search Report Summary (one PDF reflecting answers to questions 1-4 on the Search Report Form)  
  - OR –  
  - Search Waiver