

## **Departmental Checklist – New Appointment – Assistant Professor or Instructor**

- Curriculum Vitae
- Offer Letter
- Acceptance Letter
- Search Committee Report
- Correspondence (if any)
- Letters of Reference
- Background Check (HireRight criminal history verification)
- Degree Verification (if degree other than PhD)
- Proof of PhD
- Copy of Authorization for Faculty Search Form
- Copy of Faculty Resources Needed (RN) Form (if any)
- Search Report Form (in PDF format)
- Search Report Summary (one PDF reflecting answers to questions 1- 4 on form)