

Departmental Checklist – New Appointment – Lecturer (including Lecturer with Rank of Professor)

- Curriculum Vitae
- Offer Letter
- Acceptance Letter
- Evaluation as Teacher and Scholar
Describe effectiveness as a teacher of undergraduate and/or graduate students and special qualifications for this position. Assess general standing as a scholar; competitive standing in fields of special competence; especially significant contributions to the field, the advancement of knowledge and originality.
 - Teaching Responsibilities
Indicate teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.

-OR-
 - Search Committee Report
Please include description of teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.
- DOF Pre-Approval Email/Correspondence (if any)
- Background Check (HireRight criminal history verification).
Please read the Background Check Policy to determine whether a background check (and what type) is required.
- Degree Verification (if degree other than PhD)
- Proof of PhD
- Search Report Form
- Search Report Summary (one PDF reflecting answers to questions 1-7 on form)