

## **Departmental Checklist – New Appointment – Professional Researcher or Professional Specialist**

*(Associate Research Scholar, Research Scholar, Senior Research Scholar, Associate Professional Specialist, Professional Specialist, Senior Professional Specialist, and Senior Scholar)*

### **Preapproval**

Please include the following attachments:

- CV
- Department Correspondence (include any email supporting request, salary etc.)
- Draft Offer Letter

Please allow five business days for review. You will receive email notification when preapproval has been granted. Then you can proceed with requesting approval (see below).

### **Approval**

Please include the following attachments:

- Offer Letter
- Signed Acceptance Letter
- Background Check – Criminal (HireRight criminal history verification)
- Background Check – Degree (highest degree verification)
- Research Statement (if required)
- Visa Paperwork if candidate has a US Citizenship Status of ‘International’
  - Visa Information Form
  - Copy of passport biodata page. (The page in the passport with name, date of birth, passport number, expiration date, etc.)
  - Any other documents that the Visa Information Form requests for applicant's circumstance
- Search Report Form (for new non-visiting appointments – signed and uploaded as a PDF)
- Search Report Summary (attached ad and supporting documentation – uploaded as one PDF)