

Departmental Checklist – New Appointment – Senior Lecturer

- Curriculum Vitae
- Offer Letter
- Acceptance Letter
- Search Committee Report
- Correspondence (if any)
- Letters of Reference
- 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 (in PDF format)
- Search Report Summary (one PDF reflecting answers to questions 1-7 on form)