



For Your Reference
Checklist for Tenure-Track
Faculty Appointments
(Recruitment Documents to Upload in PageUp)

Candidate Name _____

Job Number _____

Department _____

Search Year _____

1. Written recommendation and appraisal of candidate's teaching effectiveness, scholarly and creative activities, and University/community service as described in the position description from:

Department Chair and/or Department Committee with copies to committee members.
College Dean, with copy to chair.

[To be included in the appointment letter: rank, salary, one or two years prior service credit (if any), assigned time, start

All search documents during and following the search are confidential.