

## Lecturer Appointment Checklist

Faculty Name \_\_\_\_\_ Recruitment # \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Appointment:

Appointment File Includes:

- † Personnel Transaction Form (PTF) (FT Lecturer Appointments ONLY)
- † Signed Letter of Appointment
- † SC- I Form (original, signed)
- † Current curriculum vitae
- † Official transcript from university granting highest degree
- † Three recent letters of recommendation (less than 3 years old)
- † Final Copy of Position Description (FT Lecturer Appointments ONLY)
- † Search Documentation\*