

ACADEMIC AFFAIRS
FACULTY EMPLOYMENT RECOMMENDATIONS CHECKLIST

Complete the following information and forward to the appropriate Dean attaching the Faculty Appointment Recommendation form. (Form M)

Selection Committee Chair/Department Chair:

Please note that this checklist and all supporting documents are required by the Provost's Office and must accompany memos of recommendation from the Search Committee and Department Chairperson to the Dean at the completion of all faculty searches (tenure-track and temporary appointments) if applicable.

Recommended Candidate: _____

Position Previously Held By: _____

Confirmation of Information:

Current Address. *Do not leave blank.* _____

Email Address. *Do not leave blank.* _____

The candidate is **not** a retiree of the State Employees' Retirement System, TIAA Cref, or PSERS

Is the candidate is legally authorized to accept employment in the United States: Yes No

If no, why: _____

The candidate will **not** be employed at another SSHE institution during the proposed employment period. Please comment if candidate will be employed at another institution as this affects his/her eligibility of benefits.

Comment: _____

ATTACHMENTS

Official Undergraduate and Graduate Transcripts

Resume

Reference Letters (*if applicable to employment recommendation*)

Search and Selection Compliance Report to be forwarded to the Office of Human Resources (*if applicable to employment recommendation*)

English Fluency Certification Form must be completed and for all faculty appointed instructional positions if not already on file in the Provost's Office.

Information Release Authorization must be completed for all faculty appointments if not already on file in the department.

Comments:



Signature of Search Chair or Department Chair

Date