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| Name: |  |
| Department: |  |
| College: |  |
| Hire No.: |  |

**CHECKLIST**

**TENURE-TRACK & TEMPORARY FULL-TIME FACULTY APPOINTMENTS**

The Department/College shall forward the following documents to the Chief Diversity Office (CDO) for Search Certification:

\_\_\_\_ 1. **Certification Recruitment Record** (one original copy)

\_\_\_\_ 2. **Department Recruitment Committee’s search report form and attachments** (explains the department’s recruitment process, must have signatures).

\_\_\_\_ 3. **Memorandum of Department Chair’s written recommendation to the Dean**

Please visit the Equity and Diversity website for forms 1 and 2 at: <http://www.csun.edu/eqd/faculty-hiring>

After the search report has been certified by the CDO, the department or college shall forward the following documents to Faculty Affairs):

\_\_\_\_ 4. [**Full-Time Faculty Requisition**](http://www.csun.edu/sites/default/files/ftreq.doc) signed by Department Chair and Dean

\_\_\_\_ 5.[**Original SC-1 Form**](http://www.csun.edu/sites/default/files/sc1.docx) (**Statement of Professional Preparation and Experience)**

\_\_\_\_ 6. [**Faculty** **Personnel Action Request Form**](http://www.csun.edu/sites/default/files/newPARblankfall2011_0.xls) (PAR) signed by the Dean or MAR

 (Indicate on Line 5--Remarks, if any of the following apply:)

 a. **# of Years of Credit Toward Tenure** to be granted (0 - 2 years)

 b. **Academic Preparation** (If candidate does not possess doctorate, indicate (1) if doctorate is, or is not, required for appointment, retention, tenure, and/or promotion or (2) if Master’s Degree is the “terminal degree” for this position.)

 c. **Other Conditions/Contingencies of Appointment** (e.g., appointment with tenure, Ph.D. required by [date], lecturer with possibility of reappointment)

\_\_\_\_ 7. **Current Resume/Vita**

\_\_\_\_ 8. **Copies of items 1 through 3 approved by the Chief Diversity Office.**

\_\_\_\_ 9. College Personnel Committee’s written recommendation (Tenure-Track hires only) if

 hiring at the rank of Associate or Full Professor or for Lecturers converting to tenure-track.

\_\_\_\_ 10. **Copies of all vacancy announcements** (e.g., Faculty Position Opening form, HigherEdjobs.com, Chronicle, etc.)

\_\_\_\_ 11. **Background Check** **Clearance**– Include confirmation email from HR

\_\_\_\_ 12. **List of 3 References and or** **3 Signed Letters of Recommendation** (no more than 3 years old)

\_\_\_\_ 13. **Original** **Transcripts of Highest Degree** (Please include verification of degree if transcripts are not available – e.g.: National Student Clearinghouse).

\_\_\_\_ 14. [**Moving and Relocation Expenses Reimbursement Authorization Form**](http://www.csun.edu/hr/human-resources-forms) (attach

 [moving.com](http://www.moving.com/) estimate)

\_\_\_\_ 15. **Visa Requirements** (non-U.S. citizens only). Contact the Office of Faculty Affairs for

 assistance or information.

Office of Faculty Affairs
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