

FACULTY EMERGENCY HIRE CHECKLIST

Emergency hires may be requested if an unanticipated vacancy occurs and it is too late to conduct an appropriate search. Please note that a background check may be required.

The college shall forward the following documents to the Office of Faculty Affairs for each applicant recommended for:

Part-Time Appointment:

(Maximum Duration of 1 Semester)

- ___ Justification Letter explaining reasons for Emergency Hire signed by Department Chair and approved by the Dean.
- ___ Current Resume/Vita
- ___ Copy of Part-Time Faculty Position Announcement (formerly AA-6 form)

Full-Time Appointment:

(Maximum Duration of 1 Year)

- ___ Justification Letter explaining reasons for Emergency Hire signed by Department Chair and approved by the Dean.
- ___ Current Resume/Vita
- ___ Copy of Part-Time Faculty Position Announcement (formerly AA-6 form)
- ___ Full-Time Requisition Form signed by Department Chair and Dean
- ___ SC-1 Form (Statement of Professional Preparation and Experience)
- ___ A list of 3 references or 3 Letters of Recommendation (identifies recommenders by name, title, institution, and includes contact information; no more than 3 years old)
- ___ Faculty Personnel Action Request Form (PAR). Indicate the following on Line 5—Remarks:
 - a. “Emergency Hire”
 - b. Visa Requirements (non-U.S. citizens only). Contact the Office of Faculty Affairs for assistance or information.