

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** signed by Department Chair and Dean
- 5. **Original SC-1 Form** (**Statement of Professional Preparation and Experience**)
- 6. **Faculty Personnel Action Request Form** (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** (attach [moving.com](http://moving.com) estimate)
- 15. **Visa Requirements** (non-U.S. citizens only). Contact the Office of Faculty Affairs for assistance or information.