**EMERGENCY HIRE REQUEST CHECKLIST**

Emergency hires may be requested if an unanticipated vacancy occurs and it is too late to conduct an appropriate search.

The college shall forward (by way of email) the following documents to Faculty Affairs for each applicant recommended for:

**Part-Time Appointment:**

**(Maximum Duration: 1 Semester)**

\_\_\_\_ Justification Letter explaining the reason for the Emergency Hirerequest.The request should be

signed by Department Chair and Dean.

(This shallinclude an explanation that the temporary faculty pool(s) have been exhausted

and there is no other qualified and available faculty in the department to assign a

course(s) to.

\_\_\_\_ Current Resume/Vita

\_\_\_\_ Part-Time Faculty Position Announcement (formerly AA-6)

**Full-Time Appointment:**

**(Maximum Duration: 1 Year)**

\_\_\_\_ Justification Letter explaining the reason for the Emergency Hirerequest.The request should be

signed by Department Chair and Dean.

(This shallinclude an explanation that the temporary faculty pool(s) have been exhausted

and there is no other qualified and available faculty in the department to assign a

course(s) to.

\_\_\_\_ Current Resume/Vita

\_\_\_\_ Full-Time Faculty Requisition Form signed by Department Chair and Dean

\_\_\_\_ SC-1 Form (Statement of Professional Preparation and Experience)

\_\_\_\_ List of (3) referencesor(3) letters of recommendation (that identifies recommenders by name, title, and 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.

\_\_\_\_ Degree Verification