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| Candidate Name: |  |
| Department: |  |
| College: |  |
| Hire No.: | (Ex: #23-??)  |
|  |  |

**Tenure-Track & Temporary Full-Time Faculty Appointments CHECKLIST**

The Department shall obtain search certification via the OnBase process outlined in the EEO toolkit which can be found on the Faculty Affairs website. Please upload into CHRS the EEO approved Recruitment Record/Search Report Documents in one complete packet:

* Recruitment Record Certification form (formerly AA-4)
* Position Announcement (formerly AA-1)
* Recruitment and Advertising Plan
* Applicant Screening Master Tracker spreadsheet and HIRE packet to CHRS

Please visit the EEO Toolkit webpage for forms: <https://www.csun.edu/faculty-affairs/eeo-toolkit>

After the search has been certified, the department or college shall compile the Hire Packet for upload into CHRS. Please upload 1 unlocked/unencrypted packet containing the following documents:

[ ]  1. **Full-Time Faculty Requisition** **Personnel Action Request Form** (FTFR-PAR) signed by Department Chair, Dean, and DFO.

[ ]  2. Start Up Funds Information for Chancellor’s Office Annual Recruitment Survey

* Moving expenses allocated by campus: Click or tap here to enter text.
* Total start-up funds allocated by campus: Click or tap here to enter text.
* # of years start-up funds to be dispersed: Click or tap here to enter text.
* Any other start-up funds not captured by the above: Click or tap here to enter text.

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

[ ]  4. **Moving & Relocation Forms are now live on the HR website!** Departments can find them here: <https://www.csun.edu/hr/human-resources-forms>. Select the appropriate form and click continue, there are **hyperlinks** at the top each form to the **guidelines** document for reference, if needed. The link to **moving.com** is also a hyperlink on each form. \*Please Note: Faculty Affairs will obtain the Provost Signature. Do Not send to Provost’s Office via Adobe sign.

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

[ ]  6. **Current Resume/Vita & Cover Letter**

[ ]  7. **Background Check Clearance**– Include confirmation email from HR

[ ]  8. College Personnel Committee’s written recommendation. Tenure-Track hires only if hiring at the rank of Associate or Full Professor.

[ ]  9. **List of 3 References and or** **3 Signed Letters of Recommendation** (no more than 3 years old)

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

[ ]  11. **Visa Requirements** (non-U.S. citizens only). Please visit the FA website for TT Faculty Visa forms

 at: https://www.csun.edu/faculty-affairs/tenure-track-faculty-international.