

Candidate Name		JOID	
Department			

Please attach this checklist to each appointment packet.  
If you have questions or need further assistance, please contact the Office of Faculty Affairs at (408) 924-2450.

<b>Required Items:</b>	
<input type="checkbox"/>	Dean’s Draft Letter of Appointment (Offer Letter – Email Soft Copy to AVP/ FA)
<input type="checkbox"/>	Cover Memo with Recommendations of Candidates in Rank Order
<input type="checkbox"/>	Recruitment Report
<input type="checkbox"/>	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	Letter of Interest/ Cover Letter
<input type="checkbox"/>	Curriculum Vitae (CV) of Final Candidate
<input type="checkbox"/>	Three (3) recent, confidential Letters of Recommendation**
<input type="checkbox"/>	Reference and Background Check Release Form
<input type="checkbox"/>	Person of Interest (POI) Form <span style="float: right;">Date Shredded:</span>
<input type="checkbox"/>	List of all Applicants or run applicant pool from Interfolio
<input type="checkbox"/>	Finalist Evaluations
<input type="checkbox"/>	Curriculum Vitae (CV) of each finalist interviewed (not including Candidate)
<input type="checkbox"/>	Recruitment Committee Confidentiality Form
<input type="checkbox"/>	Accurate Background Submitted <span style="float: right;">Date Submitted:</span>
<b>Required Items at Time of Final Offer Accepted:</b> (will be checked off by FA once department submits documents below)	
<input type="checkbox"/>	Dean’s Final Accepted Letter of Appointment (Offer Letter)
<input type="checkbox"/>	Original Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	Employee Profile

<b>Important Reminders</b>
<ul style="list-style-type: none"> <li>Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process.</li> </ul> <p><b>**“Recent” meaning no later than one year. Confidential Letters of Recommendation are to be managed through Interfolio, sent electronically or mailed directly from a University or official work to College or Department.</b></p>

<b>Comments</b>

Dept. Contact Person		Phone	
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