

FACULTY APPOINTMENT CHECKLIST

Name: _____
 Department: _____
 Personnel #: _____

Appointment type: _____
 FT/PT/Joint/Friend/Affiliate, etc.
 Effective date of appointment: _____

1. FACULTY APPOINTMENT AGREEMENT (FAA) _____
 Date to VC's office _____
 Make sure that the rank matches in the appointment letter
 Note reason for NTT & match appointment letter
 Check tenure track chart for correct tenure review date
 Check dates whether FT/PT or Friend positions in the 'from and to' area
 Signature from Chair and Dean

 Joint Appointments: _____
 Indicate base department on FAA
 Signatures of base & joint department chairs/deans
2. OFFER/APPOINTMENT LETTERS _____
 Make sure rank and any dates (tenure track, effective/end dates) match
 List specifics – TN license, hospital privileges, certifications, etc
 List percent effort
 Other documentation:
 - Offer letter – may be useful in some cases _____
 - Memorandum of Understanding (MOU) _____
 - Special pay letters – separate from Friend letter _____
3. LETTERS OF REFERENCE _____
 Letters must be specific to the rank and department/college
 Letters must be on letterhead and rank and tenure status listed for the person providing the letter
 Must have contact details of person writing letter
4. CURRICULUM VITAE (CV) _____
 Current within 6 months
5. EDUCATIONAL VERIFICATION _____
 Official transcripts ONLY – prefer sent direct to AFSA; if department opens, then sign on envelope and include envelope in the packet
 Transcripts issued to students are not official
 If a faculty member is foreign trained, then a credential evaluation is required
6. LICENSE / CERTIFICATION DOCUMENTATION _____
 All required license(s) and certifications must be submitted
7. PERSONAL DATA FORM (PDF) _____
8. RELEASE AUTHORIZATION AND FAIR CREDIT REPORTING ACT DISCLOSURE (RAFC / FCRA) _____
 Cleared: _____ (Include email confirmation of background check completion, if applicable)
9. RECORD/REHIRE FRIEND FORM _____
 Double check that all data –effective date, personal info, address match FAA & PDF
10. INITIAL HIRE/REHIRE FORM (PIF) _____
 In addition to the usual information listed, always note the tenure status and the tenure department cost center (department where faculty rank is held)
 Academic rank and academic rank date must be entered (if initial hire, then the hire date; if promotion, etc., that date. Promotions are almost always effective July 1.)
 Include recruiting documentation/personnel requisition/authorization
11. PERSONNEL CHANGE FORM (PCF) _____
 Similar to Initial Hire
12. Outside Interest Disclosure Form _____