FULL TIME LECTURER HIRING DOCUMENTATION CHECKLIST

REQUIRED FOR FULL-TIME LECTURER APPOINTMENTS WHERE A SEARCH WAS CONDUCTED AND NOT PREVIOUSLY EMPLOYED

NAME: _____

Search Committee Recommendation	Search Committee Recommendation should be in the form of a memo recommending the candidate for the position. No other candidate should be referenced in this memo.	☐
Chair's Recommendation	Department Chair's Recommendation should be in the form of a memo recommending the candidate for the position. It should contain no language indicating that no current temporary faculty employees are available or qualified for this work.	☐
Diversity and Equity Process Summary	Documentation received from the office of Diversity and Equity with approval signatures.	☐
Three Letters of Recommendation	Three letters of recommendation should be provided for the candidate. If letters are not currently available, submit "Missing Documentation Waiver Form."	☐
Curriculum Vitae	A copy of the Curriculum Vitae (CV) should be attached.	☐
CSU-1 Form	A completed CSU-1 form. Please make sure you are using the most recent version of this form by visiting the Human Resources Diversity and Inclusion (HRDI) website. http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp	☐
Official Transcripts	Official University transcripts must be included. Transcripts can be forwarded to HRDI unsealed provided the department received them in official sealed condition. If transcripts are not currently available, submit "Missing Documentation Waiver Form."	☐
Missing Documentation Waiver Form	The Missing Documentation Waiver Form is only required if transcripts and/or letters of recommendation are missing. If the hiring packet is complete, this form is not necessary.	☐ (if needed)
Applicant Release Form	This authorizes HRDI to verify information submitted in all employment documentation regarding terminal degree/academic credentials and background. The form can be found on the HRDI website.http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp	☐
Request Background Check	This authorizes HRDI to conduct a background check. To request the background check, go to the HRDI website http://hr.fullerton.edu/BCRequest/	☐
Position Posting	A copy of the position posting must be included.	☐
CMS Position #	The 8-digit position number for Job Code (2358 for AY, or 2359 for 12-Month , 2919 or 2920 for Librarians, 3070-3075 for SSP-AR)	☐
Dean's Recommendation	Dean's Recommendation should be in the form of a memo recommending the candidate for the position and including range, start date and salary.	☐

Revised 06/29/2020

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