

## TENURE TRACK HIRING WITH SERVICE CREDIT DOCUMENTATION CHECKLIST

**REQUIRED FOR FULL TIME TENURE TRACK APPOINTMENTS RECEIVING SERVICE CREDIT**  
**1 YEAR OF SERVICE CREDIT SHALL INCLUDE DOCUMENTATION FROM FALL (OR EQUIVALENT QUARTERS) OF PRIOR AY**  
**2 YEARS OF SERVICE CREDIT SHALL INCLUDE DOCUMENTATION ABOVE AS WELL AS A YEAR BEFORE THAT**

**NAME:** \_\_\_\_\_

<b>Search Committee Recommendation</b>	Search Committee Recommendation should be in the form of a memo recommending the candidate for the position. No other candidates should be referenced in this memo.	<input type="checkbox"/>
<b>Department Personnel Committee</b>	Department Personnel Committee Recommendation should be in the form of a memo recommending the candidate for the position. It should contain language indicating the approval of 1 or 2 years (maximum) of service credit.	<input type="checkbox"/>
<b>Chair's Recommendation</b>	Department Chair's Recommendation should be in the form of a memo recommending the candidate for the position. It should contain language indicating the approval of 1 or 2 years (maximum) of service credit.	<input type="checkbox"/>
<b>Diversity and Equity Process Summary</b>	Documentation received from the office of Diversity and Equity with approval signature.	<input type="checkbox"/>
<b>Three Letters of Recommendation</b>	Three letters of recommendation should be provided for the candidate. If letters are not currently available, submit "Missing Documentation Waiver Form."	<input type="checkbox"/>
<b>Curriculum Vitae</b>	A copy of the Curriculum Vitae (CV) should be attached.	<input type="checkbox"/>
<b>CSU-1 Form</b>	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. <a href="http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp">http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp</a>	<input type="checkbox"/>
<b>Official Transcripts</b>	Official University transcripts may be included if collected as part of the recruitment. 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."	<input type="checkbox"/>
<b>Missing Documentation Waiver Form</b>	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.	<input type="checkbox"/>
<b>Applicant Release Form</b>	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. <a href="http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp">http://hr.fullerton.edu/employmentsrvcs/AcademicAppointments.asp</a>	<input type="checkbox"/>
<b>Request Background Check</b>	This authorizes HRDI to conduct a background check. To request the background check, go to the HRDI website <a href="http://hr.fullerton.edu/BCRequest/">http://hr.fullerton.edu/BCRequest/</a>	<input type="checkbox"/>
<b>Position Posting</b>	A copy of the position posting must be included.	<input type="checkbox"/>
<b>Evidence of Scholarly and Creative Accomplishment</b>	Copies of publications, date published (or end product as appropriate) and peer reviews. List works currently in progress.	<input type="checkbox"/>
<b>Evidence of Teaching Performance</b>	Copies of teaching/student evaluation data for period of service credit being recommended as well as a list of courses currently being taught.	<input type="checkbox"/>
<b>CMS Position #</b>	Job Code 2360 for AY or 2361 for 12-Month (2919 or 2920 for Librarians, 3070-3075 for SSP-AR)	<input type="checkbox"/>
<b>Dean's Recommendation</b>	Dean's Recommendation should be in the form of a memo recommending the candidate for the position. It should contain language indicating the approval of 1 or 2 years (maximum) of service credit.	<input type="checkbox"/>