



## VISITING FACULTY HIRING DOCUMENTATION CHECKLIST

### REQUIRED FOR VISITING FACULTY APPOINTMENT PACKET

**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 candidate should be referenced in this memo.	<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 no language indicating that no current temporary faculty employees are available or qualified for this work.	<input type="checkbox"/>
<b>Diversity and Equity Process Summary</b>	Documentation received from the office of Diversity and Equity with approval signatures.	<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 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."	<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"/> (if needed)
<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>CMS Position #</b>	The 8-ditgit position number; Job Code 2393 for AY or 2391 for 12-Month	<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 and including start date, duration (one-year maximum), and salary.	<input type="checkbox"/>

Revised 02/14/2017

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