



TENURE TRACK HIRING DOCUMENTATION CHECKLIST

REQUIRED FOR FULL TIME TENURE TRACK APPOINTMENTS

NAME: _____

Search Committee Recommendation	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"/>
Chair's Recommendation	Department Chair's Recommendation should be in the form of a memo recommending the candidate for the position.	<input type="checkbox"/>
Diversity and Equity Process Summary	Documentation received from the office of Diversity and Equity with approval signature.	<input type="checkbox"/>
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."	<input type="checkbox"/>
Curriculum Vitae	A copy of the Curriculum Vitae (CV) should be attached.	<input type="checkbox"/>
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	<input type="checkbox"/>
Official Transcripts	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"/>
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.	<input type="checkbox"/> (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	<input type="checkbox"/>
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/	<input type="checkbox"/>
Position Posting	A copy of the position posting must be included.	<input type="checkbox"/>
CMS Position #	(8 digit position number) Job Code 2360 for AY or 2361 for 12-Month (2919 or 2920 for Librarians, 3070-3075 for SSP-AR)	<input type="checkbox"/>
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, salary and ABD option (if appropriate).	<input type="checkbox"/>

Revised 02/14/2017

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