

**Checklist for Initial Appointments
of Unit 18 NSF**

The departmental dossier recommending appointment must include (original and one copy):

____ Appointment Action Form

____ Affirmative Action Recruitment Report (to be retained by the Dean's Office)

____ Original and 1 copy of departmental recommendation letter containing:

- a. Concise evaluation of the candidate's competence in the field and achievements in teaching.
- b. Statement delineating the academic responsibilities of the position.
- c. Report of evaluation and consultation method used by the department.

____ Statement of proposed workload for each quarter of appointment

____ Biography Form

If appointment is approved, Dean's Office will forward original dossier with appointment letter to the Office of the Vice Provost - Academic Personnel.