

CHECKLIST FOR APPOINTMENT

For the following Academic series:

Junior Specialist

Appointments should be prepared in MIV.

Department must initiate and receive approval of Step 1 or Step 2 before assembling the appointment dossier:

1. ___ If conducting a search, submit a completed Search Report to the dean's office.
2. ___ Or, if requesting a Search Waiver, submit a request through Forms On-Line to the Dean, including:
 - a. The candidate's curriculum vitae
 - b. A position description

Department will submit to the dean's office using MIV:

- ___ Action Form for New appointments
- ___ Brief letter from the chair indicating the results of faculty consultation (if any), source of funding, term of appointment, and qualifications of the individual.
- ___ Reference letters from Recruit, if applicable.
- ___ Position description indicating services expected to be performed and percentage effort expected for each activity. **REMINDER: Required to be actively/significantly involved in publishable research activities as documented through publications or other methods, including reviewing journal articles and engaging in discussions on research and the interpretation of research results. Include Professional Competence and Activity if applicable, such as: participate in appropriate professional/technical societies or groups and other educational and research organizations; and, review research proposals, journal manuscripts, and publications related to area of expertise.**
- ___ Signed Biography Form.*
- ___ Curriculum vitae or resume.*

*Departments may upload the proposed appointee's CV along with the Biography Form in MIV. These documents will need to be merged as one PDF file and uploaded into "Biography Form".