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.