

## Lecturer Appointment Checklist

Faculty Name \_\_\_\_\_ Recruitment # \_\_\_\_\_

College \_\_\_\_\_ Department \_\_\_\_\_

Appointment:     Part-Time Lecturer     Full-Time Lecturer

Appointment File Includes:

- Personnel Transaction Form (PTF) (FT Lecturer Appointments *ONLY*)
- Signed Letter of Appointment
- SC- I Form (original, signed)
- Current curriculum vitae
- Official transcript from university granting highest degree
- Three recent letters of recommendation (less than 3 years old)
- Final Copy of Position Description (FT Lecturer Appointments *ONLY*)
- Search Documentation\* (FT Lecturer Recruited Positions *ONLY*)

\*All documentation related to a search must be kept on file in the department office for a three-year period.