

**Note:** Please be sure to include this checklist in the R form in the order listed below. Mark boxes (X) where necessary documents are included. **No** staples or paper clips within the packet. Please include copy (this can be stapled together) with original.

**NAME:** \_\_\_\_\_

<b>NEW ENDOWED CHAIR CHECKLIST</b> (To be used for Incoming Faculty)	<b>Required</b>
Form R	
Faculty Personnel Action Form (FPAF)	
Letter from Chairperson/Director	
Departmental letter (which includes: moving expenses, discretionary accounts, teaching loads, etc.) See Orientation Guide for sample of departmental letter.	
All additional correspondence with the candidate (when applicable)	
Correspondence regarding the candidate (if applicable)	
CAP report or Departmental Endowed Chair Committee Report, including vote	
Form Q	
Updated CV	
Internal evaluation of research and publications signed by departmental author (6 pg. max.)	optional
Descriptive list of reviewers approached	optional
Sample copy of contact letter. Please write "SAMPLE LETTER" at top	optional
External Letters (at least 6, with at least 4 from Committee List)	optional
a. Write "Committee List" at top of Letters (at least 3)	optional
b. Write "Candidate's List" at top of Letters (if applicable)	optional
Letters of Recommendation	
Evidence of teaching from previous institutions (computer print-out or narrative summary)	
Statement on Catholic and C.S.C. Applicants	
Applicant and Appointment Review Form (Affirmative Action Statement for Women and Minorities)	