

# Checklist of Supporting Documentation for Prior Approval Requests

## Non-Tenured

(Temporary positions: Lecturer, Specialist, Clinical Professor, Research Professor, and Visiting and Adjunct Professors)

- Signed printout of PAR**
- Curriculum Vitae (current CV)**
- 3 original, signed reference letters**
  - *If letter was sent as an attachment to an email, copy of that email MUST accompany PAR packet. If it was FAX'd, then a FAX coversheet must accompany the letter or the phone number of the FAX machine MUST appear at the top of the page.*
  - *At least 1 references should be from outside UT (unless individual has only worked at UT, then a note about that must be in Section 8)*
  - *Letters MUST address the individual's ability to clearly & concisely convey subject matter of the course to a diverse group*
- Primary Language Determination Form/s**
- Applicant Pool Statistics Table\*\***
  - *\*\* Job postings and applicant pool statistics are not necessary for adjunct, visiting, and modified service faculty, courtesy (0%) appointments of current faculty appointed outside their principal academic department or special hires where a Posting Waiver is being submitted.*
- All job postings** or a posting waiver
- DRAFT of offer letter**

I have reviewed the PAR packet and by initialing below certify that I have, to the best of my abilities, placed all the required documents **IN THE ORDER LISTED ABOVE**.

Creator's Initials \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Level Dept Approver \_\_\_\_\_ Date \_\_\_\_\_  
*(if you electronically approve the document, please, review the PAR packet too)*