

ACADEMIC NON-TENURE TRACK (VISITING ASS'T/ASSOC/FULL
PROFESSORS/INSTRUCTOR/LECTURER/ACADEMIC ADVISOR/ASO)
APPOINTMENT PACKET CHECKLIST
FOR CLAS DEPARTMENTS HR SERVICES

_____ Appointment Summary - HR

_____ Email regarding Background Check Results - HR, if applicable.

_____ Letter of Offer, Employment Agreement - HR

_____ Posting - HR

_____ **Written Reference/Evaluation - Department** must provide three (3) current (within one year), original letters of reference. Original reference letters must be forwarded to the Dean's Office.

*For all appointments, reference letters must be from outside the University (external).

*Reference letters should address Research, Teaching and Professional/Creative Activity.

_____ **Chairperson's/Search Committee's Recommendation - Department** should add to the bottom of the recommendation:

I concur with the above recommendation.

Wayne M. Raskind, Dean
College of Liberal Arts and Sciences

NOTE: If the recommendation is written by the committee, the memo must have a signature line for the department chair as well.

_____ CV - HR

_____ **FOR INSTRUCTORS/LECTURERS - HR**

NOTE: Be sure to include copies of CVs of candidates listed on page two, in the **Finalist** section of the form. Take form to OEO and wait while they date stamp.

_____ **FOR ACADEMIC ADVISORS/ASOs/INSTRUCTORS/LECTURERS:** Department and HR work together to be sure that the candidate has requested official transcripts. If the official transcripts were not sent to the department as part of the interview process, the verification can be sent directly to the Department Chair or to the TMC that services your department, either Robin Collins or Kellie Lauder, at: Wayne State University, HR Client Services, Region A; 4841 Cass Avenue; Old Main, Suite 2155; Detroit, MI 48201 from the College/University which conferred the candidate's highest degree.
Must be part of the packet sent to the Dean's Office.

Online Hiring System (OHS): HR will work with the Department to gather the information needed to close out the position in the OHS.

Revised: 2-25-14