

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

_____ Appointment Summary - Department must complete the entire form.

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

_____ Letter of Offer, Employment Agreement - Department

_____ Posting - Department

_____ 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 - First page of resume must be signed and dated. Department should provide.

_____ FOR INSTRUCTORS/LECTURERS: OEO Form for Non-Tenure Track positions - **NOTE:** Be sure to include copies of CVs of candidates listed on page two, in the **Finalist** section of the form - Department should provide.

_____ FOR ACADEMIC ADVISORS/ASOs/INSTRUCTORS/LECTURERS: Highest Earned Degree Verification - Department asks the candidate to request this information. The verification must be mailed directly to the Department Chair or to the TMC that services our department, either Robin Collins or Kellie Lauder, at: Wayne State University, HR Client Services, Region A; 4841 Cass Avenue; Old Main, 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