

**ACADEMIC TENURE-TRACK (FACULTY) APPOINTMENT PACKET CHECKLIST
FOR CLAS DEPARTMENTS HR SERVICES**

_____ HR receives email from Associate Dean Haase approving the new hire.

_____ **OEO forms Parts I/II - Department and HR work together** to complete the forms as soon as the position has been posted. The Dean's Office signs off on and forwards to OEO. OEO signs off on and forwards the original Part I and Part II forms to HR.

_____ **Mentoring Plan - Department** should provide. The plan should address: 1) how mentor/s will be selected; 2) how goals will be set (optimally for the first year tenure-track and, longer range, for the first three years and the duration of the probation period; and 3) how the tenure-track faculty member will be helped by his/her mentors to teach these goals. The goals should fall under the three areas of research/obtaining funding, teaching, and service, all as appropriate to the department, discipline, and individual assignment.

_____ **Appointment Summary - HR**

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

_____ **Request for Faculty Start-Up Funds - Department** provides the Dean's Office with a memorandum of items requested by the candidate as well as the dollar amount breakdown, over the course of three years.

_____ **FRF Form - HR**, places a blank FRF in the binder for Joe to complete.

_____ **Facility Checklist** - This form should be completed by the following departments: Anthropology, Biological Sciences, Chemistry, Communication Sciences and Disorders, Geology, Nutrition and Food Science, Physics and Astronomy, and Psychology.

_____ **Salary Justification - Department**

_____ **Justification for three-year initial appointment**, if applicable - Dept.

_____ **Background Check Results E-mail**, if applicable - HR

_____ **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**

_____ **OEO Part III - Department and HR work together** to complete this form.

NOTE: Be sure to include copies of CVs of candidates listed on page two, in the Finalist section of the form and letter of offer.

_____ **Highest Earned Degree Verification - 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. **NOT REQUIRED AS PART OF THE INITIAL PACKET.**

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

Revised: 3-21-14

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: OEO Form for Non-Tenure Track positions - 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