

**ACADEMIC TENURE-TRACK (FACULTY) APPOINTMENT PACKET CHECKLIST  
FOR CLAS DEPARTMENTS THAT PROCESS BINDERS**

\_\_\_\_\_ **HR** receives email from Associate Dean Haase approving the new hire.

\_\_\_\_\_ **OEO forms Parts I/II - Department** must forward a copy of 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 back to the department. Please keep the originals until the search is complete.

\_\_\_\_\_ **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 - Department** must complete the entire form.

\_\_\_\_\_ **Email regarding Background Check Results - Department**, 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 - Department or Joe** completes the FRF and obtains the Dean's signature.

\_\_\_\_\_ **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 - **Department**

\_\_\_\_\_ **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 - Department** should provide.

\_\_\_\_\_ **Completed original OEO Hiring Plan forms (Part I, Part II and Part III)**

**NOTE: Be sure to include copies of CVs of candidates listed on page two, in the Finalist section of the form - Department** should provide. HR will add letter of offer.

\_\_\_\_\_ **Highest Earned Degree Verification - Department** asks the candidate to request this information. 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 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**