

SPHCM Academic Appointment Checklist

Updated 6/2007



Assistant, Associate or Full Professor (including all Joint): *Regular (tenure track or with tenure), WOT due to funding, or Research*

I. Appointment Information:

Please fill out the section below and include this form with originals; for DO records only and not part of the packet.

- **Name of candidate:** _____ **Dept:** _____ **Date Appt. Effective:** _____
- The "Request to Open Faculty Position" form number (found in the upper right hand corner): _____
- Is this appointment tenure track (0116) for Assis. Prof. or does it include tenure for Assoc. Prof. (0102) or Full Prof. (0101)? Y___N___ If the appointment includes tenure, what % is being proposed? _____
- Is the appointment part time? Y___N___ If yes, what % of full-time is being proposed? _____
- Is all or a portion of the salary listed in Opus as "**PDR**" – Paid Direct, under earn type? Y___ N___ If yes, what organization will be paying the faculty member's PDR salary? _____
- If yes, does the offer letter state that the position is contingent on continued employment with the affiliated institution? Y___N___
- Is the appointment joint? Y___N___ If yes, list home dept _____ If yes, will the appointee have voting rights in the SPHCM department? Y___N___
- Is the department granting an endowed professorship, chair, or (faculty) fellowship, or a non endowed (term) professorship to a new or current faculty member? Y___N___ If yes to a **new** appointment, follow steps 1-12 below. **If yes to a current faculty member, use Checklist G.**

II. Number of Copies and Packet Contents:

Send to Dean's Office: Originals in 1 packet (in the order listed below) + 1 copy, single sided copying (**do not** include research articles). For Associate and Full Professor appointments additional 5 copies with research articles. These packets should be double sided (to save paper) and 3-hole punched. (Below, **NR** = Not Required)

1.	Letter [original] from the chair to the Dean which contains the following: <ul style="list-style-type: none"> • Candidate's full name and proposed title • Effective date of appointment • Background: all degrees received, when and where awarded; field of study; teaching experience, if any; summary and assessment of research experience; and ability to obtain external funding • Responsibilities: teaching, anticipated research goals, description of how candidate fits in dept., research program, administrative responsibilities, if any, etc. • Faculty vote counts: yes, no, abstentions, absent and not voting: <i>if more than 25% of the votes are made up of abstentions, absent, and/or no votes, include a paragraph in the chair's letter explaining why this may have occurred.</i> • Please make sure the letters are addressed to: Patricia W. Wahl, PhD, Dean (on second line)
2.	Signature of concurrence of chair of joint dept(s)-[original(s)]
3.	Offer letter from chair-[copy] (Joint: NR if SPHCM 2ndary Dept.- responsibility of primary dept.)
4.	Washington State Patrol Form [original] (Joint: NR if SPHCM 2ndary Dept.; resp. of primary dept.)
5.	UW Conv/Crim. History Form [original] (Joint: NR if SPHCM 2ndary Dept.; resp. of primary dept)
6.	UW Biography form-[original]
7.	4 letters [originals] of recommendation (for exceptions, please contact the Dean's Office): a) ordinarily, three of the letters must be from persons at academic institutions, and b) preferably, at least one letter should come from outside the candidate's home institution Joint: If primary appointment is outside the SPHCM, use primary department's letters
8.	SPHCM CV
9. NR	Student teaching evaluations (can include if preferred by candidate)-[will accept copies]
10. NR	Peer teaching evaluations (can include if preferred by candidate)-[will accept copies]
11.	3-5 major publications (NR for Assistant Professors)-[copies]
12.	Search Documents-[originals] (Joint: NR if SPHCM is 2ndary dept.) <ul style="list-style-type: none"> • Applicant Flow Form; a copy of the published advertisement or enclose a copy of the EOO search waiver letter or email in place of the advertisement.

After completing and submitting the packet:

Dept. enters into Opus upon receipt of approval email from AHR.