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 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