

New Appointment – Adjunct Assistant, Associate and Professor

Faculty Member Name: _____

Start Date: _____

Title Page with Effective Date

Recommendation of College Dean

Recommendation of Educational Unit Administrator (Associate Dean)

Letter from Faculty Member with Program Contributions

Up-to-date Curriculum Vitae

List of names and ranks of faculty member in the educational unit

Written opinion of each faculty member

Description of the procedural steps used within the College

College of Nursing Statement of Evidences and Approved Adjunct Title Series job description with approval letters from Provost

Official Transcript (Electronic transcripts are not acceptable)

Teaching Credentials Form

Signature Page

Signed Offer Letter

Notice of Primary Appointment form (EO2)

Pre-Drug Screening/Background Check

An original bound and tabbed in exact order of checklist

One copy on flash drive in exact order of checklist

Shaded items are required for the dossier for faculty review only. Other items are required for the dossier for Provost review.