

CHECK LIST FOR NEW FACULTY APPOINTMENT LETTERS

PIN: _____ name of faculty member being replaced: _____

1. Chair or Dean speaks with candidate and negotiates salary, moving expenses, equipment, office/lab space, and whether the candidate needs the assistance of the Slutzker Center for International Services (SCIS) as is the case for non-resident aliens.
2. Refer to model faculty appointment letters and choose appropriate one.
3. Draft new faculty appointment letter.
 - Check dates (appointment start date, first day of classes, commencement, computer equipment purchases expended, response to offer);
 - If summer support is being offered, ensure that total amount is clear and when it will be paid is specified;
 - a) If it will be funded by the college/school or department, the budget manager needs to be informed;
 - For appointments with tenure:
 - a) Work with dean's office to prepare an executive summary letter to the Vice Chancellor requesting Chancellor's & Board of Trustee's approval;
 - b) Work with dean's office to prepare an abbreviated tenure packet for Vice Chancellor's review (curriculum vita, letters of reference, and comments or evaluations on research, teaching & service).
 - Specify faculty member's initial responsibilities or at least who will be making those decisions;
 - For non-resident aliens, ensure that SCIS has been contacted;
 - Have someone else proofread the letter for typos and omissions, ensuring that the letter makes sense;
 - Chair and/or Dean reviews letter;
 - If desired, email or fax letter as appropriate to Cynthia Nieman in the Office of Academic Affairs for review;
 - Receive feedback from Ms. Nieman.
4. Revise appointment letter.
5. Letter signed by Dean.
6. Make copies of appointment letter and CV for Chair, Dean, Ware, and Vice Chancellor.
7. Place position identification number and name of faculty being replaced on post-it note, attach it to appointment letter, and send to Cynthia Nieman.
8. If equipment beyond the \$3,000 computer set-up is being offered, send or bring letters, CVs, and recommendations to Dr. Ware for his approval.
9. Receive letters, CVs, and recommendations back with Dr. Ware's initials.
10. Send or bring letters, CVs, and recommendations to Cynthia Nieman and allow sufficient time for turn around (usually 24-48 hours).
11. Once the letters have been reviewed and approved, receive letters back with Office of Vice Chancellor's approval.
12. Mail out letters, appropriate number of initialed copies, and all enclosures to candidate. (Moving Expense Policy and Information about the Immigration and Reform Act of 1986 are available electronically).
13. Send copies of signed letter of acceptance to Office of Vice Chancellor (attention Cynthia Nieman), Dr. Ware, and Chair **OR** notify (by email or phone) Cynthia Nieman (2744), Kathy Leaven (2492), and Chair that candidate declined offer.