

## CHECKLIST FOR FACULTY SEARCH COMMITTEES

**Search committee chairs: Please send a copy of this form to Human Resources for any job candidate who has accepted an offer of a faculty position at Union. Please indicate with a check mark that each requirement has been satisfied for the candidate.**

**Candidate's name** \_\_\_\_\_

### **Applicant Information and Requirements**

The following should be on file before an on-campus interview is conducted.

- Letter of application
- Resume or vita
- Three (3) current, original letters of professional recommendation.

### **Credential Requirements**

The candidate meets minimum education and experience requirements as stated on position announcement.

### **Interview-stage information**

The following should be done before the Dean of Arts & Sciences or the Dean of Engineering & Computer Science authorizes an offer of employment:

- The candidate must submit an original graduate school transcript.
- Members of the search committee should conduct at least two direct reference checks, by telephone, to determine if there are any reservations about recommending the candidate.
- The candidate should be asked the following question, "Are you legally eligible to work in the U.S. and will you provide VISA if necessary?" (Union pays for VISA work for tenure-track faculty members but not for visitors).

### **When a Faculty Position has been Offered and Accepted**

- Inform the candidate that he or she will be asked by the Dean of Faculty's office to provide the following:
  - Signed letter of appointment
  - Proof of degree
  - Signed Faculty Appointment Attestation Form
  
- Inform the candidate that he or she should contact Human Resources after the signed letter of appointment has been returned to obtain payroll and benefits forms.

