

**Note:** This checklist is used by departments who are hiring a new endowed faculty member and the endowed chair component needs to be approved prior to processing the actual hire. The items listed below should be sent either as scanned documents with the PT form cover included (preferred) or can be sent as hard copies. A scanned version should be put in the document library under the T & R tab “To Endowed”.

<b>NEW ENDOWED CHAIR CHECKLIST</b> (To be used for <b>Incoming Faculty</b> )	<b>Required</b>
Form PT	
Letter from Chairperson (includes teaching/service evaluation, etc.)	
Departmental CAP report (regarding the actual hire), including vote	
Departmental Endowed Chair Committee Report, including vote. Not all departments have an Endowed Chair Committee; if not, a Full Professor Committee Report is necessary, including vote	
Updated CV	
Letters of Recommendation, minimum of 6	
Evidence of teaching from previous institutions (computer print-out or narrative summary included in Chairperson letter.)	
Dean’s Office Endowed Chair Committee Report (to be included by the Dean’s office)	