

Note: This checklist is used for the sole purpose of assisting in an Electronic Hire through Jobs@nd.edu. Scanned items put in the Jobs@nd.edu site must also be put in the Document Library in Filemaker Pro.

NAME: _____

NEW ENDOWED CHAIR CHECKLIST (To be used for Incoming Faculty)	Required
Form R	
Faculty Personnel Action Form (FPAF)	
Letter from Chairperson/Director	
Offer letter/Appointment Letter (which includes: moving expenses, discretionary accounts, teaching loads, etc.)	
All additional correspondence with the candidate (when applicable)	
Correspondence regarding the candidate (if applicable)	
CAP report or Departmental Endowed Chair Committee Report, including vote	
Form Q	
Updated CV	
Internal evaluation of research and publications signed by departmental author (6 pg. max.)	optional
Descriptive list of reviewers approached	optional
Sample copy of contact letter. Please write "SAMPLE LETTER" at top	optional
External Letters (at least 6, with at least 4 from Committee List)	optional
a. Write "Committee List" at top of Letters (at least 3)	optional
b. Write "Candidate's List" at top of Letters (if applicable)	optional
Letters of Recommendation	
Evidence of teaching from previous institutions (computer print-out or narrative summary)	
Statement on Catholic and C.S.C. Applicants	
Applicant and Appointment Review Form (Affirmative Action Statement for Women and Minorities)	