

# NEW FACULTY APPOINTMENT

(tenure track or term)

CHECKLIST

REV 1/30/07

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Position: \_\_\_\_\_ Term/conditions: \_\_\_\_\_

Date of initial Dean Interview: \_\_\_\_\_ PSC member (if applicable): \_\_\_\_\_

For a detailed description of the documents required, please refer to section 3.5 of the [Faculty Handbook](http://www.calvin.edu/admin/provost/handbook/chap_3/3_5.htm) ([http://www.calvin.edu/admin/provost/handbook/chap\\_3/3\\_5.htm](http://www.calvin.edu/admin/provost/handbook/chap_3/3_5.htm))

## From Candidate:

\_\_\_\_\_ A current *curriculum vitae*

\_\_\_\_\_ Calvin's [faculty application form](http://www.calvin.edu/admin/provost/openings/app_faculty.pdf) (www.calvin.edu/admin/provost/openings/app\_faculty.pdf)

\_\_\_\_\_ Official transcript of undergraduate record

\_\_\_\_\_ Official transcript of graduate record(s)

\_\_\_\_\_ Three (3) current letters of recommendation

\_\_\_\_\_ Pastor's recommendation

\_\_\_\_\_ Evaluations (by students, if possible) of performance or potential as teacher

\_\_\_\_\_ 500-1000 word faith statement (guidelines available)

\_\_\_\_\_ Copies of publications or other materials, as requested by the department (optional)

## From Department Chair:

\_\_\_\_\_ Department chair recommendation containing:

\_\_\_\_\_ Recommendation statement including name of candidate and term of appointment

\_\_\_\_\_ Summary of reasons for the recommendation

\_\_\_\_\_ Statement of procedures followed to recruit minority persons

\_\_\_\_\_ List of persons (by name) considered for the position

\_\_\_\_\_ Names of those interviewed for the position

\_\_\_\_\_ Record of department vote on the recommendation

\_\_\_\_\_ Summary of significant dissenting opinion, if any

## Interview requirements

- All candidates must be interviewed by the academic dean during the initial campus visit.
- For a term appointment of one year or less, a PSC member will join the dean interview. Upon recommendation for appointment, the completed dossier will be reviewed by the PSC.
- Candidates for tenure track appointments or term appointments of two or more years must be interviewed by the PSC; a member of the Board of Trustees will join the PSC interview.

**Completed dossier must be submitted to the Office of the Provost by the Friday prior to the candidate's PSC interview.**