

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/fac_hb/chap_3/3_5.htm) (www.calvin.edu/admin/provost/fac_hb/chap_3/3_5.htm)

From Candidate:

- _____ A current *curriculum vitae*
- _____ Calvin's [faculty application form](http://www.calvin.edu/admin/provost/open/app_faculty.pdf) (www.calvin.edu/admin/provost/open/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.