

PART-TIME
(new appointment)

CHECKLIST
REV 6/15/11

Name: _____

Department: _____

Position: _____

Term/conditions: _____

Date of initial Dean Interview: _____

From Candidate:

_____ A current *curriculum vitae*

_____ Calvin's faculty application form (http://www.calvin.edu/admin/provost/openings/app_faculty.pdf)

_____ Official transcript of undergraduate record

_____ Official transcript of graduate record(s)

From Department Chair:

_____ Memo concerning courses to be taught. In the case of a candidate who does not possess a degree one level above the level at which he or she will be teaching, the chair's memo must also address how the candidate's experience is directly related to the teaching assignment (See *Handbook* 3.1).