

	Search	Entered in ATS	Appointment Letter Signed by (in Word format)	Documents needed for Appointment Letter to be signed (All requests must be made by the Dept. Chair)	Mail Offer Letter and Basic Hire Kit Dean/Dept	Arrange Benefits Orientation	Originals to Dean's Office (unless required by International Office):	Termination Letters
	1	2	3	4	5	7	8	9
Faculty (Tenure Track)	Y	N	Dean Send electronic copy to Susan Kilduff with all backup documents	Prepared offer letter Start up spread sheet Current Curriculum Vitae Three letters of recommendation Account information UPF5	Dept	Dept	Completed Oath, UPF5 and any additional documentation not included in column 4 Signed acceptance letter	Dean
Faculty(Annual Appt)	Y *	N	Dean Send electronic copy to Susan Kilduff with all backup documents	Prepared offer letter (new & reappoint) Current Curriculum Vitae (new) Three letters of recommendation (new) Account information (new & reappoint) UPF-5 (new & reappoint) Evaluation (reappoint)	Dept	Dept	Completed Oath, UPF5 and any additional documentation not included in column 4 Signed acceptance letter	Dean
Staff (MPSC)	Y	Y	Department Send electronic copy to Teri Cruz with all backup documents	Prepared offer letter Resume Three letters of recommendation	Dept	Dept	Any additional documentation not included in column 4 Signed acceptance letter	Dean/Unit
Staff (Internal)	Y	Y	No letter	Resume Three letters of recommendation	Dept	Dept	Any additional documentation not included in column 4	Dean/Unit
Staff (Union)	Y	Y	Department Send electronic copy to Teri Cruz with all backup documents	Prepared offer letter Resume Three letters of recommendation	Dept	Dept	Any additional documentation not included in column 4 Signed acceptance letter	Dean/Unit
Visiting Professor/ Courtesy Appt.	N	N	Dean Send electronic copy to Teri Cruz with all backup documents	Prepared offer letter Resume Visiting appointments require an agreement from ORED ITAR/ETAR acknowledgement if it applies	Dept	N/A	If applicable copies of international paperwork. Signed acceptance letter	Dean
Visiting Student Intern Appt.	N	N	Dept Chair, faculty & Dean Send electronic copy to Teri Cruz with all backup documents	Prepared offer letter Resume Visiting appointments require an agreement from ORED ITAR/ETAR acknowledgement if it applies	Dept	N/A	If applicable copies of international paperwork. Signed acceptance letter	Dean
GA/TA/Post Doc Fellows/Post Doc Associates	N	N	Dept		Dept	Dept if applicable	Signed offer letter and waiver should be attached in People Soft Appointment, Oath for TAs. Original documents present to Teri Cruz.	Dept
PTLs	N	N	Dean Send electronic copy to Susan Kilduff with all backup documents	Prepared offer letter Curriculum Vitae Appointment Request Form for PTLs BC-10 Form	Dept	N/A	For new PTL appointments, retirement system eligibility form, determination of title form, and signed acceptance letter, Completed Oath for first time appointment	Dean

Coadjutants	N	N	Dean Send electronic copy to Teri Cruz with all backup documents	Job Description Resume	Unit	N/A	Signed acceptance letter.	Unit
Class 3 & 4 Appointments	N	Y	Unit	Entered into ROCs Org Chart	Unit	Unit if applicable	Signed acceptance letter and posting.	Unit
* A request to waive posting will be approved as a non-renewable appointment. If the position is to continue on past the first year, the job must be advertised.								