



University of Central Florida
Office of Academic Affairs

HIRING PACKAGE CHECKLIST FOR ADJUNCT AND POSTDOCTORAL ASSOCIATE EMPLOYEES

Applicant Name:

Department/College:

This list reflects the items that must be retained in adjunct and postdoctoral associate hiring packages. All items must be checked and the list must be signed by the hiring official. For information regarding the adjunct and postdoctoral associate hiring process, please refer to the corresponding hiring guides available on the Provost’s Office website at www.provost.ucf.edu (Select “Forms, Policies, Procedures, and Other Documents”).

- Current résumé or curriculum vitae (CV).**
- Official transcript of highest degree.** *Official transcript is required (not photocopy). Transcripts from non-U.S. institutions require a U.S. equivalency evaluation acceptable to the university. Both transcripts and U.S. equivalency evaluations should be certified as official by an appropriate UCF official indicating that the document is believed to be official.*
 - Check here if this represents an adjunct who will be employed for no more than 90 days and is thus exempt from the above requirement. Please note that exemption does not apply to postdoctoral associates or adjuncts who will serve as instructors of record for credit-bearing experiences.*
- Faculty Employment Certification--Form AA20.**
- Certification of Faculty Teaching Qualifications through the Faculty Qualifications Management System (FQMS).** *Certification is required for all faculty expected to serve as an instructor of record (includes thesis, dissertation, directed research, and independent study hours) and is done electronically via the FQMS. For instructions on how to submit the certification via the online system, please contact the Office of Faculty Relations or visit <http://www.facultyrelations.ucf.edu/qualifications/index.asp>.*
- Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form.** *Check if employee will be participating in graduate level activities. In such cases, the form should be submitted electronically to the College of Graduate Studies (gradfac@ucf.edu), along with a copy of the candidate’s curriculum vitae. A copy of the form should be retained in the hiring package.*
- Documented telephone reference checks or letters of recommendation.** *Verification of three or more telephone reference checks. Current letters of recommendation (no more than one year old) may also be used, but can only substitute for one of the required telephone reference checks. In other words, at least two of the references must be made via telephone. Also note that at least one of the references should be solicited from someone other than those indicated on the candidate’s list of references.*
 - Check here if this represents an adjunct who will be employed for no more than 90 days and will not be an Instructor of Record and is thus exempt from the above requirement.*
- Agreement and Applicant Affirmation.** *Original documents signed by the selected candidate must be sent directly to the Office of Human Resources Records section.*
- Criminal history background check.** *Include official results from the criminal history background check, as obtained from the Office of Human Resources. The results must be reviewed and initialed by the hiring official or other responsible area or college official. This requirement pertains to all new hires and rehires that have been off the university payroll for a year or more.*

As the official with responsibility for this area (college or comparable unit), I attest that: (1) I have read the above checklist and find that it accurately represents the attached hiring package; (2) the employment agreement accurately states our desired terms and conditions.

CERTIFIED: _____
Hiring Official Date