



Office of Academic Affairs

FACULTY HIRING PACKAGE CHECKLIST

Applicant Name:

Position Number:

This list reflects the items that must be included in faculty hiring packages, unless specifically noted otherwise. All applicable items must be checked and the list must be signed by the area vice president, college dean, or designee. Completed packages must be submitted to the Office of Institutional Equity (OIE). For information regarding the faculty hiring process, please refer to the Faculty Hiring Guide 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.** *Package must include official certified transcript of highest degree from an accredited institution. Transcripts from non-U.S. institutions require a U.S. equivalency evaluation acceptable to the university. For more information about official transcripts, please visit <http://apq.ucf.edu/fq/fqdegree/>.*
- Faculty and Administrative & Professional Employment Certification (Form AA-20).** *This form must be dated after the posting has closed and prior to the employee's date of hire.*
- 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 for any credit-bearing experiences (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 Coral Rojas in the Office of Academic Program Quality.*
- Nomination and Appointment of Graduate Faculty & Graduate Faculty Scholars Form.** *Check only for faculty who will participate 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. The form should not be included in the hiring package.*
- Documented telephone reference checks or letters of recommendation on file in the college.** *Three or more telephone reference checks, as documented on OIE's Telephone Reference Check form, have been completed. A current letter of recommendation (no more than one year old) may be used in place of one of the required telephone reference checks. This requirement does not apply to candidates hired under alternate employment or recall rights. (NOTE: Copies of the completed reference checks are not required to be submitted with the hiring package, however copies must be retained in the college and be able to be produced upon request, as needed.)*
- Copies of signed Employment Agreement, Conditions of Employment, and Applicant Affirmation.** *Signed copies by the selected candidate must be sent directly to the Office of Human Resources Records section, as described in the above-referenced Faculty Hiring Guide.*
- Criminal history background check.** *A criminal background check must be requested from the Office of Human Resources. This requirement pertains to all new hires and rehires that have been off the university payroll for a year or more. Please visit the Office of Human Resources website for more information. <http://hr.ucf.edu/liaisons-and-managers/interviewing-and-hiring/background-checks/>.*
- Position vacancy announcement or OIE applicable exemption from search document.** *For posted positions, a copy of the vacancy listing printed from UCF's website (www.jobswithucf.com) must be included. For positions not posted, a completed Request for Exemption from Search may be required or if the position is part of the Targeted Opportunity Program (TOP), an approved TOP Nomination Form is required.*
- Applicant List Report and Departmental EEO Report generated from the online faculty hiring system.** *Ensure that the status for each candidate has been appropriately updated in the online hiring system. Not required for positions exempted from posting by OIE.*
- Other required OIE search materials.** *These include search committee minutes and copies of ads (if any).*
- Tenure materials (Form AA-12).** *Check only when hire is with tenure. Note that for employees hired under recall rights, a new tenure vote is not required.*

As the office 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 Faculty Employment Agreement accurately states our desired terms and conditions.

CERTIFIED: _____
Vice President, Dean or Designee Signature Printed Name Date

REVIEWED: _____
OIE Director or Designee Signature Printed Name Date