

APPENDIX M
CHECK LIST FOR SUBMITTING REGULAR
FULL-TIME & PART-TIME
APPOINTMENT/EMPLOYMENT PACKET

Checklist for Submitting Regular Full-Time & Part-Time Appointment/Employment Packet*

The dean/director will be responsible for forwarding all material related to the appointment of a candidate through the appropriate Vice President, Budget Office, Office of Human Resources, Affirmative Action Director, and University President. The appointment packet **must contain the following material** compiled in the order shown below. The appointment cannot be processed unless all information is accurate and completed in full. Packets not containing current forms and/or with missing or incomplete data **will be returned** to the department of origin for correction. Human Resources will complete all employment and moving contracts.

ADMINISTRATIVE HIRE* (see PPP-33)	FACULTY HIRE* (see PPP-35)	SUPPORT HIRE (see PPP-34)
<ol style="list-style-type: none"> 1. Request to Hire Support or Administrative Staff form with <i>all data requested</i> 2. Résumé/ETSU application of recommended candidate, all candidates interviewed, and any minority applicants 3. Statement of Clarification detailing superiority of recommended interviewees to other race and female candidates in the pool 4. Approved Certification of Applicant Pool (A-1) 5. Completed Record of Applicants 6. Completed Approval for Appointment Recommendation (A-2): Sections 1, 2, 3, 4, & 6; <i>only</i> section 5 to be completed by Office of Human Resources 7. Applicant Self-Identification Forms of selected applicant and other race and female applicants 8. Copy of ALL position advertisements 9. Statement of verification that references of recommended candidate have been thoroughly checked 10. Affirmative Action Contact Logs 11. Any additional information (i.e., special notes or letters to/from candidate, AAO, Human Resources, etc.) <p>A request for entry salary above the minimum requires that a separate memo for approval be attached to the hire packet.</p>	<ol style="list-style-type: none"> 1. Faculty Appointment form with all data requested including reverse side "Certification of Experience by Chair" 2. Vita/ETSU application of recommended candidate, all candidates interviewed, and any minority applicants 3. Statement of Clarification detailing superiority of recommended interviewees to other race and female candidates in the pool 4. Approved Certification of Applicant Pool (A-1) 5. Completed Record of Applicants 6. Completed Approval for Appointment Recommendation (A-2): Sections 1, 2, 3, 4, & 6; <i>only</i> section 5 is completed by Office of Human Resources 7. Applicant Self-Identification Forms of selected applicant and other race and female applicants 8. Copy of ALL position advertisements 9. Statement of verification that references of recommended candidate have been thoroughly checked 10. Affirmative Action Contact Logs 11. Any additional information (i.e., special notes or letters to/from candidate, AAO, Human Resources, etc.) 	<ol style="list-style-type: none"> 1. Request to Hire Support or Administrative Staff form with all data requested 2. ETSU application/Résumé of recommended candidate, all candidates interviewed, and any minority applicants, including male applicants for clerical positions 3. Approved Certification of Applicant Pool (A-1) 4. Completed Record of Applicants 5. Copy of ALL position advertisements 6. Statement of verification that references of recommended candidate have been thoroughly checked 7. Any additional information (i.e., special notes or letters to/from candidate, AAO, Human Resources, etc.) <p>A request for entry salary above the minimum requires that a separate memo for approval be attached to the hire packet.</p>

* Appointments/Hiring of candidates whose salary will exceed \$75,000 per year, regardless of position, must be approved by TBR prior to the candidate being officially offered the position.

Each candidate being considered for upper level administrative and academic chair positions (or higher) must be approved by TBR prior to the candidate being officially offered the position. *Upper Level Hires* are defined to include all positions represented on the President's Council.

Administrative academic hires of chair or higher must be submitted with a completed Certification of Compliance A-3 form.