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| Candidate Name: |  |
| Department: |  |
| College: |  |
| Hire No.: | (Ex: #23-??) |
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**Tenure-Track & Temporary Full-Time Faculty Appointments CHECKLIST**

To begin the CHRS Offer Card process, the Department/Committee must obtain search certification as outlined in the EEO toolkit: <https://www.csun.edu/faculty-affairs/eeo-toolkit>.

Please upload into CHRS the EEO approved Recruitment Record in one unlocked/unencrypted packet, containing the following items:

* Recruitment Record Certification form (formerly AA-4)
* TT\_FTF Search Report Form Revised 2023 *or* Committee Recommendation to the Dean
* Position Announcement (formerly AA-1)
* Updated Recruitment and Advertising Plan
* Completed Applicant Master Tracker and Rubrics

Please upload into CHRS one unlocked/unencrypted Hire Packet containing the following documents:

1. **Full-Time Faculty Requisition** **Personnel Action Request Form** (FTFR-PAR) signed by Department Chair, Dean, and DFO.

2. Start Up Funds Information for Chancellor’s Office Annual Recruitment Survey

* Moving expenses allocated by campus: Click or tap here to enter text.
* Total start-up funds allocated by campus: Click or tap here to enter text.
* # of years start-up funds to be dispersed: Click or tap here to enter text.
* Any other start-up funds not captured by the above: Click or tap here to enter text.

3.[**Original SC-1 Form**](https://www.csun.edu/sites/default/files/Statement-of-Professional-Preparation-Experience_fillable_3.30.20.pdf) (**Statement of Professional Preparation and Experience)**

4. **Moving & Relocation Forms are now live on the HR website!** Departments can find them here: <https://www.csun.edu/hr/human-resources-forms>. Select the appropriate form and click continue, there are **hyperlinks** at the top each form to the **guidelines** document for reference, if needed. The link to **moving.com** is also a hyperlink on each form. \*Please Note: Faculty Affairs will obtain the Provost Signature. Do Not send to Provost’s Office via Adobe sign.

5. [**moving.com**](http://www.moving.com/) estimate

6. **Current Resume/Vita & Cover Letter**

7. **Background Check Clearance**– Include confirmation email from HR

8. College Personnel Committee’s written recommendation. Tenure-Track hires only if hiring at the rank of Associate or Full Professor.

9. **List of 3 References and or** **3 Signed Letters of Recommendation** (no more than 3 years old)

10. **Official** **Transcripts of Highest Degree** (Please include verification of degree if transcripts are not available – e.g.: **National Student Clearinghouse**. Verify the highest degree earn as of the day you are filling out the hire forms).

11. **Visa Requirements** (non-U.S. citizens only). Please visit the FA website for TT Faculty Visa forms

at: <https://www.csun.edu/faculty-affairs/tenure-track-faculty-international>.