



University of Central Florida  
Office of Academic Affairs

**FACULTY HIRING PACKAGE CHECKLIST**

Applicant Name:  Position Number:

This list shows the items that must be included in faculty hiring packages. All 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 Equal Opportunity/Affirmative Action (EO/AA) Programs.

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](http://www.provost.ucf.edu) (Select "Policies, Procedures, Guides, and Handbooks").

- Current résumé or curriculum vitae (CV).**
- Official transcript of highest degree.** *Package must include official (not photocopied) transcript. Transcripts from non-U.S. institutions require a U.S. equivalency evaluation acceptable to the university*
- Faculty and Administrative & Professional Employment Certification--Form AA20.**
- Certification of Faculty Teaching Qualifications --Form AA20(a).** *Required for all faculty expected to serve as an instructor of record (includes thesis, dissertation, directed research, and independent study hours).*
- Documented telephone reference checks or letters of recommendation.** *Package must include verification of three or more telephone reference checks, as documented on EO/AA's Telephone Reference Check form. Note that current letters of recommendation (meaning 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.*
- Copies of signed Employment Agreement, Conditions of Employment, and Applicant Affirmation.** *Originals signed 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.** *Package must include official results from criminal background history check, as obtained from the Office of Human Resources' Recruitment Section. The results must be reviewed and initialed by the hiring official or other responsible area or college official.*
- Position vacancy announcement or EO/AA "Request for Exemption from Search" form.** *For posted positions, a copy of the vacancy listing printed from UCF's website ([www.ucf.edu/jobs/vacancies](http://www.ucf.edu/jobs/vacancies)) must be included. For positions not posted, a completed Request for Exemption from Search is required.*
- EO/AA Applicant Log.** *Not required for positions exempted from posting by EO/AA.*
- Other required EO/AA search materials.** *These include search committee minutes and copies of ads (if any).*
- Tenure materials.** *Check only when hire is with tenure. In that case, the package must include a record of the departmental tenure vote and a paragraph of justification for submission to the Board of Trustees, as documented on the Tenure with Hire form--AA12.*

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 Faculty Employment Agreement accurately states our desired terms and conditions.

**CERTIFIED:** \_\_\_\_\_  
Vice President, Dean, or Designee Date

**REVIEWED:** \_\_\_\_\_  
EO/AA Director Date