

APPOINTMENT/REAPPOINTMENT DOCUMENTATION CHECKLIST FOR DEPARTMENT CHAIRS - (UCI-AP-14)

Name: _____

Department: _____

Initial Appointment Checklist

- 1. Letter from Dean addressing affirmative action in selection of final candidate addressed to the Vice Provost.
- 2. Dean's letter of notification to candidate.

Reappointment Checklist

The original dossier should include the following documents:

- 1. Dean's evaluation and recommendation.
- 2. Chair's statement including requested documentation.
- 3. Letters of evaluation from Associate Deans in the School, other Department Chairs, Departmental Faculty and Management Staff, as appropriate.
- 4. List of Individuals solicited.
- 5. Sample(s) of letters of solicitation.