

Checklist for Expedited Appointments

This checklist is for the use in preparing materials for an expedited appointment of a new faculty member to a senior rank. The same checklist is applicable regardless of whether the appointment will be tenured or not tenured.

All items may be submitted by email to the Associate Dean for Faculty Resources, Planning and Assessment with a cc to the Assistant Director of Faculty Resources (megan.lucy@uky.edu).

Items in *italics* can be provided by the Office of Faculty Resources, Planning and Assessment.

Items in **bold** are the responsibility of the candidate.

For the dossier:

1. Chair's letter of recommendation _____
2. **Candidate's career CV** _____
3. *List of faculty in the department* _____
4. Letters of recommendation from all eligible faculty _____
5. Letters of recommendation from other UK faculty (optional) _____
6. At least 3 external letters of recommendation
(these may be the same as letters used as
reference letters) _____
7. Biographical statements for external letter writers _____
8. A list of procedural steps taken by the department _____
9. *Department statement on evidences* _____
10. **Teaching portfolio, including a statement on teaching,
copies of student evaluations, and sample syllabi from
at least the past three years
(if candidate will have teaching DOE)** _____
11. **Personal statement on research (if applicable)** _____
12. **Personal statement on service** _____
13. **Personal statement on Extension (if applicable)** _____
14. **Publication list** _____
15. **3-5 sample publications** _____
16. **List of grants and grant applications** _____
17. **List of evidence of professional status** _____
18. **List of public service activities** _____
19. **Original, official transcripts of highest degree
(Questions can be referred to the Office of Faculty
Resources, Planning and Assessment)** _____

For the appointment packet:

1. [New Faculty Demographic Worksheet](#) _____
2. Signed offer letter _____
3. *Signed E02 & Teaching Credentials form* _____