**Checklist for Expedited Appointments**

This checklist is for the use in preparing materials for an expedited appointment of a new faculty member at a senior rank. The same checklist is applicable regardless of whether the appointment will be tenured or not tenured. All documents may be submitted via email to: [cafe-frpa@uky.edu](mailto:cafe-frpa@uky.edu).

* *Items in italic font are provided by the Office of Faculty Resources, Planning and Assessment (OFRPA).*
* **Items in bold font are provided by the new faculty candidate.**
* Items in regular font are provided by the academic unit.

For the dossier:

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|  | Chair’s letter of recommendation |  |
|  | **Candidate’s career CV** |  |
|  | *List of faculty in the department* |  |
|  | Letters of recommendation from all eligible faculty |  |
|  | Letters of recommendation from other UK faculty (optional) |  |
|  | At least 3 external letters of recommendation  (These may be the same as letters used as reference letters) |  |
|  | Biographical statements for external letter writers |  |
|  | A list of procedural steps taken by the department |  |
|  | *Academic Unit Statement on Evidences of Activity* |  |
|  | **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)** |  |
|  | **Personal statement on research (if applicable)** |  |
|  | **Personal statement on service** |  |
|  | **Personal statement on Extension (if applicable)** |  |
|  | **Publication list** |  |
|  | **3–5 sample publications** |  |
|  | **List of grants and grant applications** |  |
|  | **List of evidence of professional status** |  |
|  | **List of public service activities** |  |
|  | **Original, official transcripts of highest degree** |  |

For the appointment:

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| --- | --- | --- |
|  | New Faculty Demographic Worksheet |  |
|  | Signed offer letter |  |
|  | *Signed Notice of Academic Appointment & Assignment (E02)* |  |
|  | *Teaching Credentials Certifications (TCC) & TCC Justification (if applicable)* |  |