

| Tenure-line & Career-line: | <u>Paid</u> Adjunct, Visiting: | <u>Unpaid</u> Appointments: |
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| <ul style="list-style-type: none"> ❖ PRN # Required All tenure-line positions Career-line positions of .50 FTE and above ❖ Curriculum Vitae ❖ 3 Letters of Recommendation ❖ Chair Recommendation Not required if ePAF is generated from PRN ❖ Dean Recommendation Not required if ePAF is generated from PRN ❖ Signed Offer Letter ❖ Clear to Hire/Background check ❖ Education Verification | <ul style="list-style-type: none"> ❖ Curriculum Vitae ❖ 2 Letters of Recommendation ❖ Chair Recommendation Not required if ePAF is generated from PRN ❖ Dean Recommendation Not required if ePAF is generated from PRN ❖ Signed Offer Letter ❖ Clear to Hire/Background check Not required if full FTE is less than .50 ❖ Education Verification Not required if full FTE is less than .50 | <ul style="list-style-type: none"> ❖ Curriculum Vitae ❖ Chair Recommendation ❖ Dean Recommendation ❖ Signed Offer Letter Only required for multi-year appointments |

Required Attachments:

1. **Curriculum Vitae**
 2. **Letters of Recommendation** (must be fairly recent)
 - a. On letterhead and signed
 - b. External to University of Utah
 - c. Not required for unpaid appointments
 3. **Signed Chair Letter***
 - a. Faculty vote included
 - b. Title must match in all documents
 4. **Signed Dean Letter***
 - a. Signed on Chair's letter or separate Dean letter
- *Note: Chair and Dean letters are not required if ePAF was generated via PeopleAdmin PRN posting*
5. **Signed Offer of Acceptance**
 - a. Paid faculty must have a signed offer letter attached regardless of track or rank.
 - b. Rank on offer letter must match rank on ePAF. If there has been a change, include signed addendum.
 6. **Clear to Hire/Background Check** (CTH/BGC)
 - a. Faculty with .50 or higher FTE must have a clear to hire memo from HR
 7. **Education Verification** – must include one of the following:
 - An official transcript from the candidate's last degree granting institution.
 - A letter from the registrar or official from the candidate's last degree granting institution that certifies a degree was awarded.
 - A copy of the candidate's diploma from the candidate's last degree granting institution.
 - An indication that a candidate holds a professional license for which education has already been verified.
 - An indication that a candidate must be credentialed by the Medical Staff Office, which independently verifies education.
 - A candidate signs the Education Verification Form.

Before submitting an ePAF, please confirm the following:

- **Job code is correct for proposed rank**
 - For unpaid faculty use non-employee job code 6001 and add rank and track in Tenure Data page
- **Tenure Data page shows correct track and rank**
 - Tenure-track appointments without tenure should read “non-tenure on track”
- **ORG ID information is correct in all areas**
 - DEPT ORG ID (screen 1) should be ORG ID for department initiating ePAF
 - Home DEPT ORG may differ
 - TENURE HOME ORG ID should match or roll up to DEPT ORG ID (screen 1)
 - For concurrent appointments HOME DEPT ORG ID should reflect primary appointment
- **Signed Chair and Dean letters list correct rank and track**
 - Must match Tenure Data information on ePAF
- **Education info is complete and matches CV**
- **Signed and accepted offer letter** for paid faculty *and/or* multi-year appointments (regardless of track or rank)
 - Rank on offer letter must match rank on ePAF
 - If there has been a change in rank since offer, include signed addendum
- **Clear to hire memo from HR** for faculty with .50 or higher FTE
- **Education verification is complete and documentation is attached** for faculty with .50 or higher FTE
- **Department faculty vote information, including date of vote** is listed in the comments field and in the Chair to Dean letter (if necessary)
- **Clear description of anything unique about the ePAF in the comments field**

***** Please note purpose of ePAF in ALL ePAF comments section! *****