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| **Tenure-line & Career-line:** | ***Paid*** **Adjunct, Visiting:** | ***Unpaid* Appointments:** |
| * Faculty Vote * 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 | * Faculty Vote * 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 | * Faculty Vote * 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)
   1. On letterhead and signed
   2. External to University of Utah
   3. Not required for unpaid appointments
3. **Signed Chair Letter\***
   1. Faculty vote included
   2. Title must match in all documents
4. **Signed Dean Letter\***
   1. 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***

1. **Signed Offer of Acceptance**
   1. Paid faculty must have a signed offer letter attached regardless of track or rank.
   2. Rank on offer letter must match rank on ePAF. If there has been a change, include signed addendum.
2. **Clear to Hire/Background Check** (CTH/BGC)
   1. Faculty with .50 or higher FTE must have a clear to hire memo from HR
3. **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:**

* **Ensure Hire Section and Appointment Data section match**
* **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! \* \* \* \* \*