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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! \* \* \* \* \*