



HIRING PACKAGE CHECKLIST FOR ADJUNCT AND POSTDOCTORAL SCHOLAR EMPLOYEES

Applicant Name: [ ]

Department/College: [ ]

This list reflects the items that must be retained in adjunct and postdoctoral scholar hiring packages. All items must be checked and the list must be signed by the hiring official. For information regarding the adjunct and postdoctoral scholar hiring process, please refer to the corresponding hiring guides available on the Provost's Office website at http://provost.ucf.edu/ (Select "Forms, Policies, Procedures, and Other Documents").

- Current résumé or curriculum vitae (CV).
Official transcript of highest degree. Package must include official certified transcript of degree from an accredited institution.
Faculty Employment Certification (Form AA-20). This form must be dated after the posting has closed (if applicable) and prior to the employee's date of hire.
Certification of Faculty Teaching Qualifications through the Faculty Qualifications Management System (FQMS).
Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form.
Documented telephone reference checks or letters of recommendation.
Copies of signed Employment Agreement and Applicant Affirmation.
Criminal history background check.

As the office with responsibility for this area (college or comparable unit), I attest that: (1) I have read the above checklist and find that it accurately represents the attached hiring package; (2) the employment agreement accurately states our desired terms and conditions.

CERTIFIED: Hiring Official Printed Name Date