



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.
Check here if the employee is an adjunct faculty member who is exempt from providing an official transcript because (s)he will not serve as an instructor of record and will be employed by UCF for no more than 90 days.
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). Certification is required for all faculty expected to serve as an instructor of record (includes thesis, dissertation, directed research, and independent study hours) and is done electronically via the FQMS.
Nomination and Appointment to Graduate Faculty and Graduate Faculty Scholars form. Check only for employees who will participate in graduate level activities.
Documented telephone reference checks or letters of recommendation. Three or more telephone reference checks, as documented on EOAA's Telephone Reference Check form, have been completed.
Check here if this represents an adjunct who will be employed for no more than 90 days and will not be an Instructor of Record and is thus exempt from the above requirement.
Copies of signed Employment Agreement and Applicant Affirmation. Signed copies by the selected candidate must be sent directly to the Office of Human Resources Records section, as described in the above-referenced Adjunct and Postdoctoral Scholar Hiring Guides.
Criminal history background check. A criminal background check must be requested from the Office of Human Resources.

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