Faculty Affairs HR
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http://fahr.vcaa.uic.edu ● e-mail: FAHR@uic.edu

Checklist for Offer Packet
Requiring PRIOR Chancellor/Provost/Board Approval

The Checklist with the appropriate documentation as listed below should be submitted electronically to FAHR@uic.edu. Once approval has been granted, the unit may proceed with the HR Front End (HRFE) Transaction.

Last (Please Print)) | First | MI | UIN (if available)

Organization Code | Department | College

Documentation

- ☐ Draft offer letter on Unit letterhead signed by Head and/or Dean
- ☐ **Current** Curriculum Vitae
- ☐ **Briefing Document (BD) including comparable salary data.** Submit the Excel BD template electronically to FAHR@uic.edu.
- ☐ **Review by Campus P&T Committee and/or the Dean, Graduate College.** FAHR will route internally to Graduate College and Campus P&T Committee if additional review is required. If additional review by the Graduate College is required, the endorsement letter of the candidate from the College Dean to the Dean of the Graduate College must be included with this documentation.
- ☐ External Reference Letters: At least three (3) letters are required if offer includes indefinite tenure.
- ☐ Job Description: Required
- ☐ Search: required/completed/waived

Submitted by *(Please print)* | Telephone Number

Date Submitted