

Faculty Affairs HR

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http://www.uic.edu/depts/oaafaculty

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

Last (Please Print) First MI

UIN (if available)

Organization Code

Department

College

Documentation

Reference*

- | | |
|---|----|
| _____ Draft offer letter on Unit letterhead signed by Head and/or Dean | #1 |
| _____ Current Curriculum Vitae | #2 |
| _____ Chancellor's Briefing Document (CBD) including comparable salary data, if applicable, See Section II.A).
The CBD should be sent via email as a Word document. | #3 |
| _____ If applicable, tenure approval by the Graduate College | #4 |
| _____ External Reference Letters: At least three (3) letters are required if offer includes tenure. See Required Documentation for Appointment Offers, Section 4. | #4 |
| _____ PAPE: required/approved | #5 |
| _____ Search: required/completed/waived | #6 |

* See Required Documentation for Appointment Offers

Submitted by (Please print)

Telephone Number

Date Submitted