

**Required Documents
for
Salaried Fixed Term Appointments
Temporary 50% or Less FTE**

Temporary Salaried Fixed Term Appointments (for Research/Clinical/Adjunct) 50% or Less FTE	Initial Appt	Successive Appt at the Same Rank	Appointment to a Higher Rank	Joint Appt	Job Change
Standard Order: (Attach to EPAWeb Action)					
AP-2	◆		◆	◆	◆
AP-2a	◆				
Recommendation letter from the Dean to the EVC&P or from Chair endorsed by the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
Full Curriculum Vita	◆		◆	◆	◆
School/Department Promotions committee report (if available)	◆	◆	◆	◆	
Contract Letter from dept to employee	◆	◆	◆	◆	◆
Recommendation for Joint Appt (if applicable)				◆	
DOCUMENTS NOT REQUIRED FOR EPAWeb ACTIONS					
Criminal Convictions Check Authorization [Appointee should send form in sealed envelope marked "confidential" to the appropriate Dean's office]	◆				
I-9 Form (<i>Write approved EEV number on top of I-9 form</i>)	◆ <i>Submitted after EEV Check is completed</i>				
Tax Cards (send directly to Payroll)	◆				
OP-1 (keep in dept office)	◆				

06/01/09