

Required Documents
for
Salaried Fixed Term Appointments

Salaried Fixed Term (for Research/Clinical/Adjunct) Appointments 50% or Greater	1 st Initial Appt	Successive Appt at the Same Rank	Appointment to a Higher Rank	Job Change	Add'l (Joint) Appt
Standard Order: Attach to EPAWeb Action					
1. AP-2	◆		◆	◆	◆
2. AP-2a	◆				
2. Recommendation letter from the Dean to the EVC&P or from Chair endorsed by the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
3. School/Department committee report (if available)	◆	◆	◆	◆	◆
4. Full Curriculum Vita	◆		◆	◆	◆
5. Outside letter of recommendation (at least two)*	◆		◆	◆	
6 Teaching documentation at least including the following:					
(a) reflective statement			◆		
(b) teaching activities: List course taught each semester for the past three years and the number of students taught by section. List the names of graduate students supervised, thesis titles and completion dates for degree work since employment at UNC-CH. Undergraduate honors projects should be included as well.			◆		
(c) teaching evaluations: Summaries should be provided showing quantitative data which evaluates the teaching effectiveness. (Do not include individual student evaluation sheets or grade sheets.)			◆		
(d) peer evaluations			◆		
7. Any additional information or material that the school would like to put forward but which is not duplicative of the above.					
8. Recommendation for Joint Appt (if applicable)					◆
DOCUMENT NOT REQUIRED FOR EPAWeb ACTIONS					
9. EEO Approval (Final) [add EEO # in comments section]	◆			◆	
10. I-9 Form with approved EEV verification # <i>(to EEV Coordinators in HR Workforce Planning & Compensation)</i>	◆				
11. Tax Cards <i>(send directly to Payroll)</i>	◆				
12. Criminal Conviction Check Authorization <i>[Appointee should send form in sealed envelope marked "confidential" to the appropriate Dean's Office.]</i>	◆				
13. OP-1 <i>(keep in dept office)</i>	◆				

08/18/09

*See [Fixed Term Faculty Initial Appointment Required Documents](#)