

Checklist of Materials Needed for Full/Part-Time Appointments (New Hires)

- Manila Folder
Labeled with candidate's last name, first name and department and college or area
- Appointment forms (1)
Originals –do not copy
Completed forms.
All necessary signatures are recommendations.
Chair, Dean, Director Recommendations paper-clipped to appointment.
- Marquette University Curriculum Vitae (2 - one can be photocopied)
Filled Out completely.
Place additional resumes, etc. in MU C.V.
- Recommendation letters (3) or (2) for Part-Time. (Rec can be written on Appointment form by dean)
- Transcripts
- Materials checklist
 - All materials must be included before routing.
 - Keep materials in order of checklist in manila folder.
 - Do not include extra-copies. Materials needed for additional records for dean, director, and department should be kept in the appropriate office.
 - Any incomplete forms or appointments folders will be sent back to initiating party for completion.
 - Please sign Material Checklist

Appointment Initiated by

Date