

Provost's Office of Faculty Affairs
FAQs for Recommendation for Appointment
(last updated 9/29/2026)

How do I create a Recommendation for Appointment?

The Recommendation for Appointment form, with required signatures and attached documents (which vary by position as noted below), is completed in DocuSign and automatically sent to the Office of Faculty Affairs for approval.

Those new to preparing a Recommendation for Appointment form should contact their Director of Academic Business Affairs to gain access.

When do I need to use a Recommendation for Appointment?

A Recommendation for Appointment precedes the offer of a contract. It is required for all new faculty hires, including tenure-track/tenured faculty, participating faculty (both full- and part-time), courtesy appointments, and post-docs. It is also required in certain cases for faculty rehires, as noted below.

The required documentation that must accompany each recommendation for appointment form varies according to the type of appointment, as outlined below.

FULL-TIME FACULTY APPOINTMENTS

What do I need to attach for a Full-Time, Tenured/Tenure-Track Faculty Hire?

For full-time tenure track and advanced rank/tenured* faculty hires, the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. Curriculum Vitae
2. Dean's Offer Letter
3. Official Transcripts for **all** degrees. (If timing of the contract is critical, unofficial transcripts may be submitted for tenure-track/tenured hires before following up with official transcripts. *It is best practice to request official transcripts from finalists during the interview process.*)
4. **Three** Letters of Recommendation.

*Note: Regular faculty hired at advanced rank and/or with tenure will have their rank and tenure status determined through the shared governance process outlined in the *Faculty Handbook*, Section 303.05. This will normally be completed before

submitting the Recommendation for Appointment form along with the required documents listed above.

What do I need to attach for a New Full-Time Participating Faculty Hire (when the faculty member has never previously taught at Marquette)?

For new full-time participating faculty hires, the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. Curriculum Vitae
2. Dean's Offer Letter
3. Unofficial Transcripts for **all** degrees.
4. **Three** Letters of Recommendation.

What do I need to attach for an existing Part-time Participating Faculty member who is being appointed to a Full-time Participating Faculty position?

If there has been no gap in service and this is not a hire at advanced rank, some documents are already on file in the Office of Faculty Affairs. Therefore, only the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. A current Curriculum Vitae
2. Dean's Offer Letter
3. **A third letter** of Recommendation

What do I need to attach for an existing Part-time Participating Faculty member who is being appointed to a Full-time Participating Faculty position at advanced rank?

If there has been no gap in service, some documents are already on file in the Office of Faculty Affairs. Therefore, only the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. A current Curriculum Vitae
2. Dean's Offer Letter
3. **A third letter** of Recommendation
4. A letter from the department chair, dean, or the associate dean of the college attesting to the skills, knowledge, and experience that merit being hired at advanced rank.

What do I need to attach for a returning Full-Time Participating Faculty member?

Generally, full-time participating faculty members can be reappointed using the full-time reappointment spreadsheet. Complete a Recommendation for Appointment form only if additional documentation is required according to one of the following circumstances:

1. Unofficial Transcripts for new degrees are only required for full-time participating faculty rehires if the faculty member's credentials have changed (i.e., if the faculty member is now being rehired to teach at a different level or on the basis of their new degree).
2. Three letters of recommendation are only required for full-time participating faculty rehires if it has been three years or more since their previous hire.
3. A current Curriculum Vitae is only required for full-time participating faculty rehires if it has been three years or more since their previous hire.
4. If any of the preceding requirements apply, a Dean's Offer Letter must also accompany the Recommendation for Appointment form.

PART-TIME FACULTY APPOINTMENTS

What do I need to attach for a new Part-Time Participating Faculty Hire, when the candidate has not previously taught at Marquette (to include current Marquette staff)?

For part-time participating faculty hires (if the candidate has not previously taught at Marquette), the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. Curriculum Vitae
2. Unofficial Transcripts for **all** degrees
3. **Two** Letters of Recommendation. Note, letters for recommendation are not required if the new Part-Time Participating Faculty Hire is a current Marquette staff member.

*What do I need to attach for a Part-Time Participating Faculty Hire when the candidate has previously taught at Marquette but has a gap of more than **three semesters**?*

For part-time participating faculty hires when the candidate has previously taught at Marquette but with a gap of more than three semesters, the following document **must** be included as an attachment when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. Curriculum Vitae

The following documents are only required under the specific circumstances noted:

2. Unofficial Transcripts are only required if the faculty member's credentials have changed (i.e., if the faculty member is now being rehired to teach at a different level or on the basis of their new degree).
3. Two letters of recommendation are only required for part-time faculty rehires if it has been three years or more since their previous hire.

What do I need to attach for a Part-Time Participating Faculty Rehire when the candidate has taught at Marquette in any of the previous three semesters?

If a part-time participating faculty member is rehired to teach a course and has a gap of less than three **semesters** since they last taught for the school or college, they should be reappointed using the part-time reappointment spreadsheet available through your Director of Academic Business Affairs. No Recommendation for Appointment form is required.

What do I need to attach for a New Post-Doc (when the faculty member has never previously taught at Marquette)?

For post-doc hires, the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. Dean's Offer Letter
2. Curriculum Vitae
3. Official Transcripts for **all** degrees. (If timing of the contract is critical, unofficial transcripts may be submitted for tenure-track/tenured hires before following up with official transcripts. *It is best practice to request official transcripts from finalists during the interview process.*)
4. **Three** Letters of Recommendation.

COURTESY FACULTY APPOINTMENTS

What do I need to attach for a new Courtesy Appointment (an unpaid, affiliated position with Marquette)?

For courtesy appointments, the following documents **must** be included as attachments when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. CV
2. The Recommendation for Appointment form must reflect the following:
 - a. Type of Appointment: New
 - b. Type of Hire: Courtesy
 - c. End date: the end date must occur prior to 365 days from the effective date of appointment.
 - d. Use the Optional Notes field (or a separate Word document) to provide the justification for the individual's access to Marquette resources and presence on campus (e.g., courtesy lecturer, visiting research scholar, setting up lab before a full-time appointment begins)

Additional paperwork must be completed to ensure a courtesy appointment has access to campus resources. After submitting the Recommendation for Appointment through DocuSign, complete [MUID Number: Non-Marquette Employee Form](#) on behalf of the non-Marquette employee, checking the "NEW" box in Section 2, and filling out all fields. Then, e-mail the completed form to the Office of the Registrar (specifically Erika.Miller@marquette.edu). A justification for this process as well as steps to obtain an MUID card can be found [here](#).

What do I need to attach for a renewed Courtesy Appointment (an unpaid, affiliated position with Marquette)?

For a renewed courtesy appointment, a CV is already on file. So, only the following documents need to be included when the Recommendation for Appointment form is submitted through DocuSign for signatures:

1. The Recommendation for Appointment form must reflect the following:
 - a. Type of Appointment: Reappointment
 - b. Type of Hire: Courtesy
 - c. End date: the end date must occur prior to 365 days from the effective date of appointment.
 - d. Use the Optional Notes field (or a separate Word document) to provide the justification for the individual's access to Marquette resources and presence on campus (e.g., courtesy lecturer, visiting research scholar, setting up lab before a full-time appointment begins)

Additional paperwork must be completed to renew a courtesy appointment. After

submitting the Recommendation for Appointment through DocuSign, complete [MUID Number: Non-Marquette Employee Form](#) on behalf of the non-Marquette employee, checking the “RENEWAL” box in Section 2, and listing the temporary visitor’s existing MUID number in lieu of fields citing address, SSN, and DOB. Then, e-mail the completed form to the Office of the Registrar (specifically Erika.Miller@marquette.edu). A justification for this process as well as steps to obtain an MUID card can be found [here](#).

INTERNATIONAL TRANSCRIPTS

If the candidate has an international transcript, what are the official credentialing services Marquette recognizes?

- Educational Credential Evaluators (ECE)
- World Education Services (WES)
- The Evaluation Company (TEC)
- **If using The Evaluation Company (TEC) please use the custom application they have created to ensure you obtain the right evaluation at the discounted rate.*
- *Transcripts from Chinese universities also require submission of a Transcript Verification Report (中国高等学校学生成绩验证报告) from CHESICC - China Higher Education Student Information and Career Center.*