

## Checklist for Expedited Appointments

This checklist is for the use in preparing materials for an expedited appointment of a new faculty member to a senior rank. The same checklist is applicable regardless of whether the appointment will be tenured or not tenured.

All items may be submitted by email to the Associate Dean for Faculty Resources, Planning and Assessment ([Sandra.bastin@uky.edu](mailto:Sandra.bastin@uky.edu)), with a cc to the Assistant Director of Faculty Resources ([megan.lucy@uky.edu](mailto:megan.lucy@uky.edu)).

Items in *italics* can be provided by the Office of Faculty Resources, Planning and Assessment.

Items in **bold** are the responsibility of the candidate.

For the dossier:

1. Chair's letter of recommendation \_\_\_\_\_
2. **Candidate's career CV** \_\_\_\_\_
3. *List of faculty in the department* \_\_\_\_\_
4. Letters of recommendation from all eligible faculty \_\_\_\_\_
5. Letters of recommendation from other UK faculty (optional) \_\_\_\_\_
6. At least 3 external letters of recommendation  
(these may be the same as letters used as  
reference letters) \_\_\_\_\_
7. Biographical statements for external letter writers \_\_\_\_\_
8. A list of procedural steps taken by the department \_\_\_\_\_
9. *Department statement on evidences* \_\_\_\_\_
10. **Teaching portfolio, including a statement on teaching,  
copies of student evaluations, and sample syllabi from  
at least the past three years  
(if candidate will have teaching DOE)** \_\_\_\_\_
11. **Personal statement on research (if applicable)** \_\_\_\_\_
12. **Personal statement on service** \_\_\_\_\_
13. **Personal statement on Extension (if applicable)** \_\_\_\_\_
14. **Publication list** \_\_\_\_\_
15. **3-5 sample publications** \_\_\_\_\_
16. **List of grants and grant applications** \_\_\_\_\_
17. **List of evidence of professional status** \_\_\_\_\_
18. **List of public service activities** \_\_\_\_\_
19. **Original, official transcripts of highest degree  
(Questions can be referred to the Office of Faculty  
Resources, Planning and Assessment)** \_\_\_\_\_

For the appointment packet:

1. [New Faculty Demographic Worksheet](#) \_\_\_\_\_
2. Signed offer letter \_\_\_\_\_
3. *Signed E02 & Teaching Credentials form* \_\_\_\_\_