

Checklist of Supporting Documentation for Prior Approval Requests

Tenure-Track Positions

(Assistant Professor)

- Signed printout of PAR**
- Department Chair's and/or Director's Recommendation Letter**
 - *For tenure-track faculty, the letter from the Chair and/or Director should detail the strengths of the faculty candidate and why hiring this individual is necessary. This must be a signed, original document on university letterhead, and it must include the department's or school's vote on hiring the candidate.*
- Curriculum Vitae (current CV)**
- Teaching Assessment (signed original)**
 - *List of courses the candidate is likely to teach over the next three years and how these courses enhance the programmatic priorities of the department and college. Include evidence of the candidate's teaching effectiveness and describe the assessment process. If the candidate has not previously taught, give additional information such as describing the proactive strategy the department will use to ensure success.*
- 3 original, signed reference letters**
 - *If letter was sent as an attachment to an email, copy of that email must accompany PAR packet and email **MUST BE SENT BY LETTER**'s WRITER, not an assistant.*
 - *At least 2 references should be from outside (3 outside letters is preferable)*
 - *Letters must address the individual's ability to clearly & concisely convey subject matter of the course to a diverse group.*
- Primary Language Determination Form**
- Copy of any funding commitment approved by the Provost's Office** (if applicable)
- Appointment Process Summary**
- Interfolio EEO Report**
- Job posting from Interfolio or a Posting Waiver**
- Applicant Screening Questions** for hires not done via Interfolio or with a posting waiver
- DRAFT offer letter**
- AAU Waiver request information (REQUIRED if PAR has not been FINAL approved before May 1st)¹**
- All other documents or relevant information** (including documentation of funding agreements and arrangements)

I have reviewed the PAR packet and by initialing below certify that I have, to the best of my abilities, placed all the required documents in the order listed above.

Creator's Initials _____ Date _____

2nd Level Dept Approver _____ Date _____

(if you electronically approve the document, please, review the PAR packet too)

¹ As member of the [Association of American Universities](#), The University of Texas has agreed that if a formal offer will be made after May 1 to a faculty candidate who is already a tenured or tenure-track faculty member at another institution, it is required that our Provost notify the Provost of that faculty candidate's home institution informing them our intentions to hire that person. A memo from the Dean of the hiring college to the UT Provost including the reasons for why the recruitment is happening at a late date should be included in the PAR. Only after the home institution of the faculty candidate has responded to the UT Provost's Office notification or five business days has lapsed since our notification went out will the PAR be Accepted.