

DEPARTMENT SUBMISSION OF PART TIME RECOMMENDATIONSⁱ CHECKLIST

Name of Candidate:

Department:

Application for: _____ New Part Time

Submission Includes:

- _____ Original application file
- _____ 1 copy of the application file

Each application file includes the following document:

File Includes:

- _____ Recommendation from the Department
- _____ Application from the Candidate
- _____ Candidate's C.V.
- _____ Transcripts originals
- _____ Letters of reference from:*
- 2 letters of reference are required for a new part-time Appointment
- _____ PT Recommendation form

*Name Affiliation (Letters of reference)

1.

2.

ⁱ To be included with submission to Dean's office.