Checklist of Supporting Documentation for Prior Approval Requests

Non-Tenured

(Temporary positions: Lecturer, Specialist, Clinical Professor, Research Professor, Professor of Instruction/Practice, and Visiting and Adjunct Professors)

☐ Signed printout of PAR

☐ Curriculum Vitae (current CV)

☐ 3 original, signed reference letters
  • If letter was sent as an attachment to an email, copy of that email MUST accompany PAR packet. If it was FAX’d, then a FAX coversheet must accompany the letter or the phone number of the FAX machine MUST appear at the top of the page.
  • At least 1 references should be from outside UT (unless individual has only worked at UT, then a note about that must be in Section 8)
  • Letters MUST address the individual’s ability to clearly & concisely convey subject matter of the course to a diverse group

☐ Primary Language Determination Form/s

☐ Interfolio EEO Report (replaces Applicant Pool Statistics Table)**
  • **Job postings and the EEO Report/applicant pool statistics are not necessary for adjunct, visiting, and modified service faculty, courtesy (0%) appointments of current faculty appointed outside their principal academic department or special hires where a Posting Waiver is being submitted.

☐ All job postings or a posting waiver

☐ DRAFT of offer letter

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)