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, a letter from the Chair and/or Director (or Dean in the case of non-departmentalized colleges) is needed detailing 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 by the writer – not a copy)

☐ 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. 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 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

☐ Appointment Process Summary

☐ Applicant Pool Statistics Table

☐ All job postings or Posting Waiver

☐ DRAFT of offer letter

☐ AAU Waiver request information (REQUIRED if PAR has not been FINAL approved before May 1st)

☐ 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)

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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 should be included in the PAR. The memo should include not only the reasons for why the recruitment is happening at a late date, but also e-mail and mailing address of the Provost’s Office (or equivalent administrative office) of the home institution of the faculty candidate. 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.