

Faculty Application Dossier Checklist

Departments need to compile complete dossiers both when submitting the short-list to the Dean (Hiring Procedure C.3.) and when submitting an interview packet to all those interviewing final candidates (Hiring Procedure D.3.). At both stages, please include the items in the dossier in the order listed below, attach this checklist to the candidate's folder, and **submit to the Dean a week before** the Department expects a response, or interview. *Note: disorganized dossiers will be returned to the Department, as will incomplete dossiers without a reasonable explanation.*

Candidate name: _____

Department Hiring: _____

_____ Cover letter (cover letter can be electronic-**please print for folder**)

_____ Curriculum Vita (vita can be electronic-**please print for folder**)

_____ 3 letters of recommendation

_____ Official transcripts (*no copies*) of all undergraduate and graduate work. _____ doctorate or terminal degree completed

_____ A copy of one recent publication or research proposal

_____ Jesuit mission essay

_____ A copy of the latest EEO report from Human Resources that summarizes the characteristics of the applicant pool (only one copy needed for all applicants).

If an item is missing, please explain: _____
