

Checklist of Supporting Documentation for Prior Approval Requests

Professional-Track

(Temporary positions: Lecturer, Specialist, Clinical 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 and email **MUST BE SENT BY LETTER**'s WRITER, not an assistant.*
 - *At least 1 reference should be from outside UT (unless individual has only worked at UT, then a note about that must be in Section 8 of the PAR).*
 - *Letters **MUST** address the individual's ability to clearly and concisely convey subject matter of the course to a diverse audience.*
- 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
- Applicant Screening Questions** for hires not done via Interfolio or with 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)