

Faculty Offer Documentation Checklist – OIE Review

Purpose: To provide guidance on the required documentation that needs to be submitted with the offer for Office of Institutional Equity review. Documents must be attached in Workday to the selected candidate's profile under the "Attachments" tab, "Other Documents" section. This checklist is for informational purposes only and should not be included with the other required documentation below.

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| | <p>Search Committee Meeting Notices</p> <ul style="list-style-type: none"> Need notices for every search committee meeting held including charge meeting. Search committee meeting notice form can be found here: https://oie.ucf.edu/documents/RequestSearchNotice.pdf For further information refer to page 13 of the Search and Screening Guidelines: https://www.oie.ucf.edu/documents/SearchScreeningGuidelines.pdf |
| | <p>Search Committee Meeting Minutes</p> <ul style="list-style-type: none"> Need minutes for every search committee meeting held including charge meeting. Search committee meeting minute templates can be found here: Initial Charge Meeting: https://www.oie.ucf.edu/documents/SearchCommitteeMeetingMinutes-InitialCharge-Template.pdf Search Meetings: https://www.oie.ucf.edu/documents/SearchCommitteeMeetingMinutes-Search-Template.pdf Final Meeting: https://www.oie.ucf.edu/documents/SearchCommitteeMeetingMinutes-FinalMeeting-Template.pdf For further information refer to page 13 of the Search and Screening Guidelines: https://www.oie.ucf.edu/documents/SearchScreeningGuidelines.pdf |
| | <p>Reference Checks</p> <ul style="list-style-type: none"> Faculty hires (internal and external) require a minimum of three reference checks; two or more must be phone references, the third maybe a letter of reference less than one year old. College/Division may choose to complete phone references via hard copy forms or complete them electronically through Workday as an alternative. Faculty employment phone reference form can be found here: https://hr.ucf.edu/wp-content/uploads/sites/17/Faculty-Employment-Reference-Form-1.pdf For further information refer to page 22 of the Search and Screening Guidelines: https://www.oie.ucf.edu/documents/SearchScreeningGuidelines.pdf |
| | <p>Secondary Job Advertisements/Outreach</p> <ul style="list-style-type: none"> Copies of advertisements and/or other outreach efforts by the hiring college/division must be included. Advertisements/outreach should match what was noted on the final recruitment plan submitted during the creation of the job requisition/posting. |
| | <p>Official/Unofficial Transcript (If provided at time of offer)</p> <ul style="list-style-type: none"> Official/unofficial transcript if provided by the selected candidate at the time of offer/appointment. If transcript is from a non-U.S. institution it requires a U.S. equivalency evaluation acceptable to the university. |
| | <p>OIE Approved Waivers and/or Request for Exemption from Posting Form</p> <ul style="list-style-type: none"> Copies of approved OIE waivers/emails (pool diversity and/or less than three finalist interviews). Copy of approved OIE Request for Exemption from Posting Form (per needed categories). OIE Request for Exemption from Posting Form can be found here: https://www.oie.ucf.edu/documents/RequestforExemptionfromPostingForm.pdf |
| | <p>Revised Recruitment Plan Form</p> <ul style="list-style-type: none"> If changes were made to the Recruitment Plan Form after its initial submission during the job requisition stage, a revised form will need to be uploaded for review. Updates to form may include changes to search committee members, secondary job advertisements/outreach, etc. Recruitment Plan Form can be found here: https://www.oie.ucf.edu/documents/RecruitmentPlan.pdf |