

RAMAPO COLLEGE OF NEW JERSEY
HIRING PACKAGE CHECKLIST

Name of Candidate: _____

Position: _____

1. — Letter of concurrence/rejection from Affirmative Action Officer
2. — Letters of recommendation from the Unit Director, Dean and appropriate Vice President
- 2a. ---- Dean's letter - add to President's appointment letter – FACULTY ONLY
3. — Letter of recommendation from Search Committee Chair
4. — Search Approval Letter from Affirmative Action Officer
5. — Affirmative Action Search Committee Report
6. — Job description
7. — Candidate's resume
8. — Copy of advertisement or internal posting
9. — Copy of SRF Staffing Requisition Form
10. — Any other pertinent information about unusual circumstances.
11. — Degree certification
12. — Signed Ramapo College application