

**OFFICE OF THE EXECUTIVE VICE PRESIDENT AND
PROVOST
HAMPTON UNIVERSITY**

NEW FACULTY HIRING PACKET CHECKLIST

THE FOLLOWING ITEMS **MUST** BE SUBMITTED FOR ALL FACULTY:

- ____ Faculty Interview Sheet
- ____ Hampton University Application for Faculty Employment
- ____ Documentation of Faculty Qualifications Form
- ____ Curriculum Vitae
- ____ Official Transcripts of highest degree (Please submit a copy until
the official
transcript is received)
- ____ 2 Letters of Reference (originals)
- ____ Pages 19 and 20 of the Intellectual Property Rights document as
well as the
Acknowledgement page
- ____ Copy of Position Announcement