

CHECKLIST

SSOM Committee on Academic Rank and Tenure (CART) Applications New Faculty Academic Appointments

Please complete the checklist and include with the completed CART application and supporting documents.

Faculty Name: _____ Department: _____

Proposed Start Date: _____ Dept. Contact Name: _____

Dept. Contact Email: _____ Dept. Contact Phone #: _____

1. Cover letter addressed to the Dean, dated and signed by Chair to include:
 - a. Candidate qualifications. (gaps in CV must be addressed).
 - b. Proposed Loyola duties and hiring date and status (full vs. part time).
 - Joint appointment requires both signature of Chair and signature of Chair of joint department.
 - c. Proposed academic rank, academic track.
2. Completed [faculty application](#).
 - a. Page 3 – Applicant signature.
 - b. Page 4 – Chair signature.
3. Current Curriculum Vitae (reviewed for current & chronological dates, gaps). Dates on CV's are required to be in Month/Year format. For an example of the CV Standard Format, please click [here](#).
4. Letters of recommendation (3) each letter should be unique and individualized.
 - None older than 6 months at time of CART review.
 - From individual at same or higher academic rank (letter must reflect this).
 - On recommender's letterhead.
 - Addressed to Chair.
 - For clinical faculty in private practice, 2 letters must be from outside their own practice.

Letter 1 Date _____
Letter 2 Date _____
Letter 3 Date _____

5. For SSOM faculty onboarding (this requirement does not apply to LUMC clinical or Affiliate faculty appointments), official transcripts for the highest degree should be emailed separately to hsc-faculty-admin@luc.edu. Please note that if the faculty member obtained their higher education degree outside of the United States, those transcripts must be evaluated by an AICE/NACES accredited agency.
6. Complete CART PDF packet is due no later than the first week of the month prior to new faculty start date. See CART due dates list located at the SSOM CART website: <https://ssom.luc.edu/cart/>
7. *For SSOM faculty onboarding only and not LUMC Clinical faculty, following CART's decision Faculty Administration will notify the SSOM Department Administrator to submit an Electronic Payroll Authorization Form (PAF) in advance of faculty start date.*

Chair Signature

Date of Submission

Please contact HSC Faculty Administration at hsc-faculty-admin@luc.edu with any questions. Thank you!