

## Procedures

### Recruitment Process

Faculty recruitment guidelines are maintained by the Office of Equal Opportunity and Diversity.

- Full-time Faculty Quick Guide is located at:  
[https://www.unf.edu/eoi/Faculty\\_Quick\\_Guide.aspx](https://www.unf.edu/eoi/Faculty_Quick_Guide.aspx)
- Part-time and Visiting Faculty Quick Guide is located at:  
[https://www.unf.edu/eoi/Modified\\_Search.aspx](https://www.unf.edu/eoi/Modified_Search.aspx)

### New Hire Process for Faculty

Information, forms, and templates are available on the [Academic Affairs Budget and Personnel](#) web site.

### Pre-Employment Background Check

The Office of Human Resources governs the pre-employment background check process. Information can be found at:

[https://www.unf.edu/hr/articles/Background\\_Check\\_Information.aspx](https://www.unf.edu/hr/articles/Background_Check_Information.aspx).

### Required Faculty Documentation

Information, forms, and templates are available on the [Academic Affairs Budget and Personnel](#) web site under General Information and Forms. Full-time Retired Faculty returning to teach as Part-time Faculty do not require Letters of Recommendation nor Official Transcripts.

- **Letters of Recommendation**
  - With the exception of a GTA Instructor of Record, a letter from the dean, associate/assistant dean, department chair, program leaders, or hiring officer is not acceptable.
  - Electronic signatures (e.g., PDF versions of signed letter) will be accepted with the understanding that a signed letter will be submitted.
- **Official Transcripts.** In accordance with UNF policy 2.0770P *Transmittal and Receipt of PDF Transcripts*, UNF will accept electronic PDF transcripts provided by an approved vendor. A list of approved vendors is available on the [Academic Affairs Budget and Personnel](#) web page under Faculty Employment and Credentialing site.

Transcript preparation includes:

- Highlight the highest degree and any other degrees used to substantiate preparation;
- In the case where specific course work is used to substantiate preparation – highlight the specific courses;
- International transcripts must be (a) translated into English and (b) evaluated course by course by a NACES (National Association of Credential Evaluation Services). A list of acceptable evaluators can be found at: <http://www.naces.org/members.html>.