

## Check List for Processes/Packets

### New Appointments

#### Required Meeting

The President does not need to meet with individual candidates unless a special circumstance is identified, i.e. close working relationship with the President or the office. The President does want to meet with the Search Committee Chair, Direct Supervisor, Dean and/or appropriate Division Head when they get to the point of offer for all director-level positions and above.

#### Sequence of Packet (top to bottom)

Use for all new appointments *except* part time and classified (grades 5, 6, & 9)

- C2 (See final steps below.)
- New Appointment Form (H - 1) (located on SUNY Canton's website under campus forms)
- Cover Letter (*except* classified positions)
- CV/Resume
- 3 (at least) Letters of Recommendation or Reference-Check Points (typed up by Search Committee Chair after reference checks are done)
- Approved Search Committee Ad (*except* classified positions)
- Copy of approved C3 (contact HR for this) (*except* for positions through People Admin)

#### Final Steps

After the President acts on the appointment, reappointment/permanent appointment, promotion/salary increase or search waiver, the packet will be scanned and mailed to HR. A scanned copy of the packet will be shared with the appropriate office(s) for their files and extension of offer (for new hires) and generation of C2. HR will finalize the process as normal.

**Check List for Processes/Packets**  
**Reappointments/Permanent Appointments (UUP Professionals)**

**Sequence of Packet (top to bottom)**

- C2 (See final steps below.)
- Reappointment/Permanent Appointment Form (H - 2) (located on SUNY Canton's website under campus forms)
- Evaluation (must be within last year)
- Performance Program (must be within last year)
- HR Notification (this will be an email from Nancy)

**Final Steps**

After the President acts on the appointment, reappointment/permanent appointment, promotion/salary increase or search waiver, the packet will be scanned and mailed to HR. A scanned copy of the packet will be shared with the appropriate office(s) for their files and extension of offer (for new hires) and generation of C2. HR will finalize the process as normal.

## Check List for Processes/Packets Promotions/Salary Increases (UUP Professionals)

### Sequence of Packet (top to bottom)

- C2 (See final steps below.)
- Follow the steps on the application form for proper completion (located on SUNY Canton's website under campus forms)
- New Performance Program, if necessary (Employee sends packet to the Direct Supervisor.)
- Current Evaluation (should be within last year and evaluation based on the performance program provided below)
- Current Performance Program (should be within last year)
- Employee initiates request by completing the application for professional promotion/salary increase (located on SUNY Canton's website under campus forms)

### Final Steps

After the President acts on the appointment, reappointment/permanent appointment, promotion/salary increase or search waiver, the packet will be scanned and mailed to HR. A scanned copy of the packet will be shared with the appropriate office(s) for their files and extension of offer (for new hires) and generation of C2. HR will finalize the process as normal.

## Check List for Processes/Packets Search Waivers

### Sequence of Packet (top to bottom)

- C2 (See final steps below.)
- Action taken by the President (If approved, the President's Office will notify the appropriate area/department head.)
- After action is taken by Administrative Affairs & Affirmative Action, HR will send the packet to the President for final approval. (Add Affirmative Action approval memo/email to the packet.)
- Send packet to Human Resources for processing with Administrative Affairs & Affirmative Action.
- Memo from the Direct Supervisor
- C3 – Position Release (This form & the next one will shift to the top of the packet as it is moved along.)
- Search Waiver Request Form
- CV/Resume
- 3 (at least) Letters of Recommendation

### Final Steps

After the President acts on the appointment, reappointment/permanent appointment, promotion/salary increase or search waiver, the packet will be scanned and mailed to HR. A scanned copy of the packet will be shared with the appropriate office(s) for their files and extension of offer (for new hires) and generation of C2. HR will finalize the process as normal.