

**Required Documents  
for Connect Carolina Actions  
Non-Salaried Fixed Term Appointments**

Non-Salaried Fixed Term (for Research/Clinical/Adjunct)	New Appointment	Reappointment	Promotion	Initial Secondary (Joint) Appointment	Successive Secondary (Joint) Appt
1. AP-2	◆		◆	◆	
2. AP-2a	◆				
3. Full Curriculum Vitae	◆		◆	◆	
4. Recommendation letter from the Dean to the EVC&P or from Chair/Division Head to the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
5. School/Department report ( <i>if applicable</i> )	◆	◆	◆	◆	◆
6. Contract letter from dept. to employee	◆	◆	◆	◆	◆
7. Transcript - Certified Official Copy	◆				
8. Recommendation for Joint Appointment ( <i>if applicable</i> )				◆	
9. OP-1: <a href="#">Remains in the Department</a>	◆				