

**Required Documents
for Connect Carolina Actions
Salaried Fixed Term Appointments
Temporary 50% or Less
FTE**

Temporary Salaried Fixed Term Appointments (for Research/Clinical/Adjunct) 50% or Less FTE	New Appt	Reappointment	Rank Promotion	Secondary Appt	Job Change
1. AP-2	◆		◆	◆	◆
2. AP-2a	◆				
3. Recommendation letter from the Dean to the EVC&P or from Chair endorsed by the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
4. Full Curriculum Vita	◆		◆	◆	◆
5. School/Department Promotions committee report (<i>if available</i>)	◆	◆	◆	◆	
6. Contract Letter from department to employee	◆	◆	◆	◆	◆
7. Transcript – Certified Official Copy	◆				
8. OP-1: Remains in the Department	◆				
9. Recommendation for Joint Appointment (if applicable)				◆	