

California State University, Chico
Education Verification for Final Candidates
Full-time Tenure-Track Faculty Searches

Recruitment No.: _____

College/Unit: _____

Dept: _____

Applicant Name:

The search committee is required to verify that the final candidate has received the degree that is required for the position being offered. This verification can be in the form of a phone call to the institution granting the degree, a copy of the degree received, or the sealed official transcripts from the granting institution.

This verification must occur before an offer of employment is extended or discussed with the candidate. Documentation copies, if not verbal, should be attached to this form and submitted to the Office of Academic Personnel for review and inclusion in the recruitment file.

Summary of Verification Information:

Date of Contact:

Name and Title of Individual Contacted (if verbal verification made):

Name of Institution Contacted:

Degree Required (per vacancy announcement):

Date degree received:

- Official transcripts or copy of degree (attached) **or**
 Verbal Verification **or**
 Email Verification (attached)

Summary of Verification (if verbal):

 Search Committee Chair

 Date