The University of Texas Rio Grande Valley
Division of Academic Affairs

Required Documents for Faculty Files

Name: _____ Date: _____

College: _____ Department: _____

Vacancy #: _____ Faculty Rank: _____

Signed Offer Letter

Criminal Background Check

Online Faculty Teaching Validation Form (**Please submit online**)

Official Transcripts

☐ Doctoral ☐ Masters ☐ Bachelors ☐ Other _____

To be completed by the Office of the Executive Vice President and Provost

Complete / Incomplete Folder

Lacking: _____

Comments:

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See **HOP ADM 06-102**

Revised: 10/5/2022