New Faculty Start-up Package Checklist

☐ Request Form

☐ Clarification Statement – Include associated communications, if applicable, regarding facility modification, specialized research needs, financial disclosure, or grants to be transferred to TTU.

☐ Draft Offer Letter – Include new institutional language around research and scholarship

☐ Justification Statement

☐ Funding breakdown

☐ Promotion of Increased Research Capacity Statement

☐ Curriculum Vita

☐ Position Description