



Checklist for Faculty Employment

(In addition to imaging the items below, the College/School/Dept. Representative must also submit a hard copy of the items to the Office of the Provost)

Name:

Date:

1. Position Vacancy Announcement Form (Optional)
2. Approval to Advertise and Hire Form (Optional)
3. Personal Information Form (signed and dated)
4. Application for Employment
5. Proof of fingerprint/background check
6. Oath of Loyalty (notarized)
7. Collection of Employee's Social Security Form (signed and dated)
8. Resume/Curriculum Vitae
9. Letters of Recommendation (3)
10. I-9 Form with appropriate documentation (signed and dated)
11. Recommendation for Faculty Employment Form
12. Assignment of Responsibilities
13. Faculty Credentials Form
14. Full Official transcript (original) *or electronic copy from University*
15. English Language Proficiency Memo from Dean of appropriate area
16. Recommended Years Credited Towards Tenure (if applicable)
17. W-4 Form (signed and dated)
18. Direct Deposit Authorization Form (signed and dated) **Mandatory**
19. Academic Affairs (AA) Offer Letter
20. Fully executed contract (for AA office use)

For adjunct faculty only: All items are required for new adjunct faculty with the exception of items 1, 2, 11 and 16. In lieu of item 11, an OPS-PAR form is required.

“Returning faculty separated from the University more than 6 months must complete all items indicated on the checklist.”