

NEW FACULTY BACKUPS CHECKLIST

NAME: _____

Required for ALL new FACULTY Employees in addition to the items listed below:

Ensure Criminal History Background Check requirements have been met for all scenarios on checklist (reference Policy 4-OP-C-7-B11, Criminal History Background Checks).

- OPS/Adjuncts** (teaches Undergraduate or Medical / Law classes)
- Visiting in Lieu of Adjunct** (teaches Graduate or mixed Undergraduate / Graduate classes)
 - pPAF
 - New Employee Wizards
 - Copy of signed Social Security Card
 - Curriculum Vitae
 - OFFICIAL** transcripts showing Proof of Degree (Please contact HR regarding electronic transcripts)

- Unadvertised**
 - Less than 0.5000 FTE
 - Visiting status (U to 1 yr. increments, not to exceed 3 yrs.)
 - Written in / named in Grant
 - Provost Minority Recruitment Program
- pPAF
- New Employee Wizards
- Signed Offer Letter
- 3 Letters of Recommendation
- Copy of signed Social Security Card
- Curriculum Vitae
- OFFICIAL** transcripts showing Proof of Degree (Please contact HR regarding electronic transcripts)
- Employment Contract

- Advertised**
 - (**Regular** **Research** **Visiting**)
 - Salaried (12, 10, 9 months) with more than 0.5000 FTE)
- Job Offer through e-Recruit
- New Employee Wizards
- Signed Offer Letter
- 3 Letters of Recommendation
- Copy of signed Social Security Card
- Curriculum Vitae
- Advertising Backups (AA 186)
- OFFICIAL** transcripts showing Proof of Degree (Please contact HR regarding electronic transcripts)
- Employment Contract
- Applicant Flow log (if accepted vitas outside of OMNI)

If you have questions, please contact your assigned Employment Recruiter.

SENT TO HR SRAS on _____ (date) Completed by _____ (Initials) on _____ (date)