

NEW FACULTY PAPER BACKUPS CHECKLIST

NAME: _____

Required for ALL New Employees:

New Employee Forms (NEO Wizard generated):

- New Employee Data Entry Worksheet (**Completed**)
- Loyalty Oath (**notarized**)
- Memorandum of Understanding
- Controlled Substance Conviction Form
- W-4

- OPS / Adjuncts** (teaches Undergraduate or Medical / Law classes)
- Visiting in Lieu of Adjunct** (teaches Graduates)

- pPAF
- New Employee Forms
- Copy of Social Security Card
- Curriculum Vitae

- Unadvertised**
 - o Less than 0.5000 FTE
 - o Visiting Salaried
 - o Written in / named in Grant (requires ORIGINAL proof of Degree)
 - o Provost Minority Recruitment Program (requires ORIGINAL proof of Degree)
- pPAF
- New Employee Forms
- Signed ORIGINAL Offer Letter
- 3 Letters of Recommendation
- Copy of Social Security Card
- Curriculum Vitae
- Employment Contract

- Advertised**
(Regular Research Visiting)
 - o Salaried (12, 10, 9 months) with more than 0.5000 FTE
- Job Offer through e-Recruit
- New Employee Forms
- Signed ORIGINAL Offer Letter
- 3 Letters of Recommendation
- Advertising Backups (AA 186)
- OFFICIAL Proof of Degree (Copies are NOT acceptable)
- Copy of Social Security Card
- Curriculum Vitae
- Employment Contract

- Courtesy**
 - o Unpaid position / Eminent Scholar paid by Foundation
- pPAF
- New Employee Data Entry Worksheet
- Curriculum Vitae
- Copy of Social Security card (desirable, if unavailable, please assure information is correct on New Employee Data Entry Worksheet)

IF you have questions, please contact the Office of the Dean of the Faculties at 644-6876.

SENT TO DOF SRAS on _____ (date) Completed by _____ (initials) on _____ (date)