NEW FACULTY BACKUPS CHECKLIST

NAME: ________________________________

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

New Employee Wizard:
- Department Data Entry Worksheet (Completed)
- W-4
- Loyalty Oath (Notarized)
- Memorandum of Understanding
- Controlled Substance Conviction Form
- Confidentiality Statement
- Social Security Number Usage
- Direct Deposit Form
- FRS

- **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
  - Less than 1 year duration in Visiting status
  - Visiting Salaried
  - 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)

- **Courtesy**
  - Unpaid position / Eminent Scholar paid by Foundation
  - pPAF
  - Department Data Entry Worksheet
  - Curriculum Vitae
  - OFFICIAL transcripts showing Proof of Degree (Please contact HR regarding electronic transcripts)

If you have questions, please contact Katie Filomio in Human Resources at 644-6470.

SENT TO ☐ HR ☐ SRAS on ______ (date)   Completed by _____(initials) on ______ (date)