

New Faculty Packet Checklist

Full-Time Faculty

New Hire Name: _____

Rank: _____

Position #: _____

Index #: _____

College: _____

Department: _____

Checklist Prepared By: _____

Once conditional Offer is accepted: Collect hiring paperwork, submit all forms below to the officeoftheprovoat@lamar.edu.

Items	Document	Initial Complete
1.	F3.1 and Job Description: This can be pulled from NEOED	
2.	Faculty Employment Application, Applicant's letter & Vita: This can be pulled from NEOED	
3.	Screening Matrix: Listing of all applicants with scores	
4.	Interview Questions: Committee questions and responses on all interviewees.	
5.	F2.01 Employment Recommendation: Required for initial employment regarding conditions with faculty contract.	
6.	College Offer Letter: This is the college level offer of conditional letter.	
6.	Documentation of Qualifications: Form to be completed by Chair and approved by the Dean for each faculty/adjunct/GTA hired. Guidelines for credentials	
7.	Official Transcripts from ALL degree granting institutions. Guideline for Accepting Transcripts (Official transcripts must be sent to the Provost Office)	Hard Copy or Electronic
8.	Three Recommendation Letters and Reference Checks: Letters of recommendation and four Faculty Reference Forms (Three reference checks & one off-list reference check).	
9.	English Proficiency Form: Required for all new faculty.	

Provost Office will submit the approved hire packet to Human Resources for L# creation and onboarding. Upon the completion of the employment process, Human Resources will send notification of L# for EPAF submission.

Signature Required

Department Chair: _____ **Date:** _____

Business Manager: _____ **Date:** _____

Dean: _____ **Date:** _____

Provost for Academic Affairs: _____ **Date:** _____

Provost Office Use Only

Date Received: _____ **Date Processed:** _____ **Reviewed by:** _____

Comments: _____