

# New Faculty Packet Checklist

## Full-Time Faculty

New Hire Name: \_\_\_\_\_ Lamar ID: \_\_\_\_\_

Rank: \_\_\_\_\_ Position #: \_\_\_\_\_ Index #: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Checklist Prepared By: \_\_\_\_\_

**ONCE OFFER IS ACCEPTED:** Collect hiring paperwork, submit all forms below to the [officeoftheprovoat@lamar.edu](mailto:officeoftheprovoat@lamar.edu).

Items	Document	Initial Complete
1.	<b>Notify HR to begin Pre-employment process:</b> Provide name, position # and start date to HR and include the following completed forms: <a href="#">Disclosure Request Form</a> , <a href="#">Voluntary Self-Identification of Disability</a> , <a href="#">Employee Personal Data</a> , <a href="#">Security Sensitive Release</a> & <a href="#">W4</a> . (Forms must be complete by the selected new hire)	
2.	<b>F3.1:</b> Request to Fill a Position (copy of approved F3.1)	
3.	<b><a href="#">F2.01 Employment Recommendation</a>:</b> Required for initial employment regarding conditions with faculty contract.	
4.	<b>Faculty Employment Application, Applicant's letter &amp; Vita:</b> This can be pulled from PeopleAdmin	
5.	<b><a href="#">Documentation of Qualifications</a>:</b> Form to be completed by Chair and approved by the Dean for each faculty/adjunct/GTA hired. <a href="#">Guidelines for credentials</a>	
6.	<b>Official Transcripts</b> from ALL degree granting institutions. <a href="#">Guideline for Accepting Transcripts</a> (Official transcripts must be sent to the Provost Office)	<b>Hard Copy or Electronic</b>
7.	<b>EPAF:</b> Copy of the EPAF must be attached if possible	
8.	<b>Three Recommendation Letters and Reference Checks:</b> Letters of recommendation and four <a href="#">Faculty Reference Form</a> . (Three reference check & one off-list reference check)	
9.	<b><a href="#">English Proficiency Form</a>:</b> Required for all new faculty.	
10.	<b>College Offer Letter:</b> This is the college level offer of conditional letter.	
11.	<b>Screening Matrix:</b> Listing of all applicants with scores	
12.	<b>Interview Questions:</b> Committee questions and responses on all interviewees.	

### Signature Required

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Provost for Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

### Provost Office Use Only

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Comments: \_\_\_\_\_