

# New Faculty Packet Checklist Part-Time Faculty

New Hire Name: \_\_\_\_\_

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

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

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

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

Items	Document	Initial Complete
1.	<b>Faculty Employment Application and Vita:</b> This can be pulled from NEOED	
2.	<b><u>Documentation of Qualifications:</u></b> Form to be completed by Chair and approved by the Dean for each faculty/adjunct/GTA hired. <a href="#">Guidelines for credentials</a>	
3.	<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>
4.	<b>Recommendation Letters:</b> Three letters of recommendation.	
5.	<b><u>English Proficiency Form:</u></b> 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: \_\_\_\_\_

Questions, please call the Provost Office x7537