I. DEPARTMENT CHAIR
A) Application for Academic Employment ......................................
   (include applicant’s letter & vita)
B) Documentation of Qualifications ......................................
C) Official Transcripts ........................................
D) EPAF (print out) ........................................
E) Letters of Recommendation (3) ......................................
F) English Language Prof. Form (online) ......................................
G) Faculty Pin Form (online) ........................................

If hiring at less than 50% FTE, also complete the Human
Resources forms below

Please contact HR for documents below
H) Personal Information Form ......................................
I) Employment Eligibility Verification ......................................
J) W-4 ........................................
K) Selective Service Verification ......................................
L) Receipt of Information ........................................

SIGNATURE: __________________________________________
DATE OUT: __________________________________________
COMMENTS: __________________________________________

II. DEAN
A) All Above Checked ......................................
B) Credentials checked on Doc. of Qualifications form... 

SIGNATURE: __________________________________________
DATE OUT: __________________________________________
COMMENTS: __________________________________________

III. PROVOST and VICE PRESIDENT
   For ACADEMIC AFFAIRS
A) Documents Checked ......................................
B) Documentation of Qualifications to SACS office ....
C) Hiring Packet sent to Human Resources ............

SIGNATURE: __________________________________________
DATE OUT: __________________________________________
COMMENTS: __________________________________________

NOTES:
- If hiring above 49% FTE< the person is benefits eligible.
- Part-Time faculty, adjuncts do not receive a contract.
  (see Faculty Handbook).
- Business Managers should notify HR when adjuncts become benefits eligible.

Business Manager Signature