

New Faculty Packet Checklist

Part-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 officeoftheprovost@lamar.edu.

Items	Document	Initial Complete
1.	Notify HR to Begin Pre-Employment Process: Provide name, position # and start date to HR and include the following completed forms: Disclosure Request Form , Voluntary Self-Identification of Disability , Employee Personal Data , Security Sensitive Release & W4 . (Forms must be completed by the selected new hire)	
2.	Faculty Employment Application and/or Vita: This can be pulled from PeopleAdmin	
3.	Documentation of Qualifications: Form to be completed by Chair and approved by the Dean for each faculty/adjunct/GTA hired. Guidelines for credentials	
4.	Official Transcripts from ALL degree granting institutions. Guideline for Accepting Transcripts (Official transcripts must be sent to the Provost Office)	Hard Copy or Electronic
5.	EPAF: Copy of the EPAF must be attached if possible	
6.	Three Recommendation Letters: Letters of recommendation.	
7.	English Proficiency Form: Required for all new faculty.	

Signature Required

Department Chair: _____ Date: _____

Business Manager: _____ Date: _____

Dean: _____ Date: _____

Provost for Academic Affairs: _____ Date: _____

Provost Office Use Only

Date Received: _____ Date Processed: _____

Reviewed: _____

Comments: _____

Questions, please call the Provost Office x7537