

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