

# 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><a href="#">Documentation of Qualifications</a>:</b> Form to be completed by Chair and approved by the Dean for each adjunct/GTA hired. (must be hire by 12 <sup>th</sup> class day) |                  |
| 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)        |                  |
| 4.                                                                                                                                                                                                                      | <b>Recommendation Letters:</b> Three letters of recommendation.                                                                                                                         |                  |
| 5.                                                                                                                                                                                                                      | <b><a href="#">English Proficiency Form</a>:</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