Listed below are the required documents needed by AA and HR. The Dean’s office is responsible for sending the required documents to the Office of the Provost. The Executive Assistant for the Provost (Bobbie Scott) will distribute copies to the appropriate offices.

- No paperwork will be turned in to Human Resources until Academic Affairs have received all appropriate documents required by HR (application, faculty information form, approval letter and contract).

- The departments are responsible for submitting tax/payroll forms to appropriate offices (Payroll or HR). Copy of I-9 is not to be submitted; only original when completed by the department (when employee begins work). This lessens confusion on what has been turned in to the appropriate offices.

**Office of the Provost (Full-time faculty, originals)**
- Signed OES application
- official transcripts from awarding institutions (undergraduate and graduate)
- Faculty Information Form
- Statement of Proficiency in Oral and Written Communication
- 3 letters of recommendation
- Resume
- Faculty Recommendation Letter
- Contract (copy)

**Human Resources**
- Signed OES application (copy)
- contract (original)
- Faculty Information Form (copy)
- Faculty Recommendation Letter (copy)
- Criminal Background Check form (submit directly to HR by the Department – fund number to use – 152610)
Contract (includes part-time & full-time faculty)
- Academic Affairs (copy)
- Human Resources (original)
- Department Chair (copy)

*Mail two originals to the new faculty member. He/she should keep one and return one to the Dean’s office. Human Resources will receive the returned original.

PART-TIME FACULTY
ALL of the above applies. (do not have to submit approval letter)