

Contract Packet Checklist

Name _____

Received	Item	Notes
	Contract Form: Contract Offer Recommendation or Per Course Faculty Contracting Form	
	Faculty Employment Application	
	Current Vita or Resume	
	Three letters of recommendation or a memo documenting telephone reference checks	
	Official transcripts from ALL institutions granting degrees	
	Dual Employment documents (required for any outside employment or activity) (UPPS 04.04.06)	
	Employment Justification Form (required if faculty member does not possess the required academic credentials as required by SACS)	
	English Proficiency Form (Required for all new faculty)	
	Faculty/Graduate Student Employee Personal Data Form	
	Completed Faculty Applicant Log	
	PCR	
	W-4 Form	
	I-9 Form	
	Criminal Background Check Form (Applies to Full Time Faculty only)	