

# Contract Packet Checklist

Name \_\_\_\_\_

Received	Item	Notes
	Contract Form: <a href="#">Contract Offer Recommendation</a> (for faculty) or <a href="#">Per Course Faculty Contracting Form</a> , or <a href="#">Contracting of Temporary Faculty</a> (for graduate students)	
	<a href="#">Faculty Employment Application</a>	
	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 if employed by another state agency) <a href="#">UPPS 04.04.06</a>	
	<a href="#">Employment Justification Form</a> (required if faculty member does not possess the required academic credentials as required by SACS) <a href="#">PPS 7.02</a>	
	<a href="#">English Proficiency Form</a> (required for all new faculty and graduate students) <a href="#">PPS 7.12</a>	
	Faculty/Graduate Student Employee Personal Data Form <a href="http://www.hr.txstate.edu/Forms/newhireforms.html">http://www.hr.txstate.edu/Forms/newhireforms.html</a>	
	Completed Faculty Applicant Log	
	<a href="#">Criminal Background Check Form</a> (applies to full-time faculty only) <a href="#">PPS 7.20</a>	
	PCR (if the contract is issued early, PCR is not submitted until W-4 and I-9 Form have been completed by the faculty member)	
	W-4 Form - <a href="http://www.hr.txstate.edu/Forms/miscforms.html">http://www.hr.txstate.edu/Forms/miscforms.html</a>	
	I-9 Form - <a href="http://www.hr.txstate.edu/Forms/newhireforms.html">http://www.hr.txstate.edu/Forms/newhireforms.html</a>	

**Please check for the most up-to-date forms, which are posted on the internet.**