

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.

Items	Document	Initial Complete
1.	Faculty Employment Application and/or Vita: This can be pulled from PeopleAdmin	
2.	Documentation of Qualifications: Form to be completed by Chair and approved by the Dean for each faculty/adjunct/GTA hired. Guidelines for credentials	
3.	Official Transcripts from ALL degree granting institutions. Guideline for Accepting Transcripts (Official transcripts must be sent to the Provost Office)	Hard Copy or Electronic
4.	Recommendation Letters: Three letters of recommendation.	
5.	English Proficiency Form: 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