**New Hire Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TXST ID: A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, request NetID, update SharePoint Faculty Log, & initiate PCR/I-9.**

|  |  |  |
| --- | --- | --- |
| **Uploaded** | **Document** | **Notes** |
|  | **NetID Request:** Complete [ZHRPeopleSearch](https://gato-docs.its.txstate.edu/jcr:93fe2b95-d7e6-47eb-bb51-26a86b0fdfc5/ZHRPeopleSearch%20and%20NETID%20%20Training%20Document_02.2019.pdf) and [NetID Request](https://doit.txstate.edu/services/netid) to setup/reactivate NetID. For international faculty without SS#, contact your designated PCR processor. | Electronic - ITAC |
|  | **Contracting Form:** [Contract Offer Recommendation](http://gato-docs.its.txstate.edu/jcr:9ef03720-6dfd-463e-b079-f821f263f7ab/AAPPS_04-01-02_FacContractOfferRec.docx) (*Initial FTE appointments*) or  [Per Course Faculty Contracting Form](http://gato-docs.its.txstate.edu/jcr:61197898-0694-453a-8626-d87d24166b0b/AAPPS_04-01-02_Per%20Course%20Faculty%20Contract.doc) *(PC appointments)*  Offer salary for FTE positions must be at least 90% of [CUPA](https://www.hr.txst.edu/compensation/universitypayplan/FacultyCompensation.html). | Hiring Proposal |
|  | **Authorization for Employee Moving Expenses:**  [Authorization for Employee Moving Expenses](https://www.txst.edu/gao/ap/forms.html) (paid to employee) or [Relocation Services Request](https://www.hr.txst.edu/talent-acquisition/relocation-information.html) (paid to moving company) required if reimbursement for moving allowance is offered. [UPPS 03.01.22](https://policies.txst.edu/university-policies/03-01-22.html) | Hiring Proposal |
|  | **Two Recommendation Letters/Checks:** Letters of recommendation or [Faculty Telephone Reference Form](http://gato-docs.its.txstate.edu/jcr:4840f855-f1f8-48ce-bd91-d41620f2f77f/Faculty%20Reference%20Check.docx). | Hiring Proposal |
|  | [**English Proficiency Form**](http://gato-docs.its.txstate.edu/jcr:b7c78aa7-746c-4791-bd29-3c908dea1594/English%20Proficiency%20Form.doc)**:** *Required for all new faculty.* [AA/PPS 04.01.11](http://policies.txstate.edu/division-policies/academic-affairs/04-01-11.html) | Hiring Proposal |
|  | [**Faculty Employment Justification Form**:](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f9ee62aec-4550-498a-b6b3-d0cb3a88a1ac) Required if faculty member does not possess the required academic credentials as required by SACSCOC. All licensure and/or certification listed must be attached. [AA/PPS 04.01.01](http://policies.txstate.edu/division-policies/academic-affairs/04-01-01.html) | [Dynamic Forms](https://facultyresources.provost.txst.edu/dynamic-forms.html) |
|  | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hiring Proposal |
|  | **Official Transcripts** from ALL degree granting institutions. [Guideline for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr:75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx) *(Faculty & Academic Resources will request Texas State Transcripts)* | **Hard Copy or Electronic** |
|  | **Research Start-Up Funds:** [Start-Up Request template](http://gato-docs.its.txstate.edu/jcr:d87a8eae-5547-4c99-b77b-2b13a4bd3f03/Form_Startup%20Request_template_revision%2011.27.18.xlsx) and [Guidelines for Requesting Start-Up Funds](https://facultyresources.provost.txstate.edu/hiring-and-retention.html) per [AA/PPS 03.01.10](https://policies.txstate.edu/division-policies/academic-affairs/03-01-10.html).  Must be approved by the Office of Research. | Hiring Proposal |
|  | **Hiring Matrix Tool:** Final [hiring matrix](https://facultyresources.provost.txstate.edu/recruitment/toolbox/search-committee/matrix.html) listing all applicants**.**  *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |
|  | **Interview Questions:** List of questions asked by Search Committee.  *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |

|  |  |  |
| --- | --- | --- |
| **Faculty Log** | | |
|  | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** **ALL** new/rehired faculty must be added once position is accepted. | SharePoint |

PCRs are required for new hires. PCR Training Materials can be found at the [PCR Resource website](https://facultyresources.provost.txstate.edu/PCR-Resources.html).

For questions related to **PeopleAdmin**, please see our [PeopleAdmin User Guides](https://facultyresources.provost.txst.edu/recruitment/toolbox/recruitment.html), contact 5-2557 or email <talent@txstate.edu>.

For questions related to **faculty hiring documents**, please contact 5.2786 or email [facultyresources@txstate.edu](mailto:facultyresources@txstate.edu).

For questions related to **PCRs**, please contact 5.2557 or email [hr\_mdc@txstate.edu](mailto:hr_mdc@txstate.edu).

For questions related to **international employment,** please contact [inationalemploy@txstate.edu](mailto:inationalemploy@txstate.edu). *International Affairs should be contacted on immigration-related matters as soon as the selection process concludes.*