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

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

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

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, add hire to SharePoint Faculty Log, and initiate PCR/I-9.**

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| --- | --- | --- |
| **Received** | **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*) | Hard Copy |
|  | [**Faculty Employment Application**](http://gato-docs.its.txstate.edu/jcr:40438d85-0b2c-493f-a0c2-eca71fb9f4a9/FACULTY_EMPLOYMENT_APPLICATION.docx) | Hard Copy |
|  | [**Authorization for Employee Moving Expenses**](https://www.txstate.edu/gao/ap/forms.html)**:** Required if reimbursement for moving allowance is offered. [UPPS 03.01.22](https://policies.txst.edu/university-policies/03-01-22.html) | Hard Copy |
|  | [**Faculty Criminal Background Consent Form**](http://gato-docs.its.txstate.edu/jcr:a7d01614-c5a5-4f12-af11-83c60cce8e5b/Faculty%20Criminal%20Background%20Consent%20Form.docx)**:** *Required for all new faculty.* [AA/PPS 04.01.10](http://policies.txstate.edu/division-policies/academic-affairs/04-01-10.html) To expedite the hiring process, we encourage department to send the consent form as soon as the offer is accepted to prevent hiring delays. | [**TXST File Transfer - FAR Hiring Documents**](https://securetransfer.txstate.edu/filedrop/FAR-HiringDocuments) |
|  | **CV:** [Texas State Vita](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1A.doc) or [Texas State Vita (With Fine Arts Components)](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps8/PPS8-10Form1B.doc) format. | Hard Copy |
|  | **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). | Hard Copy |
|  | [**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) | Hard Copy |
|  | **Faculty** [**Employment Justification Form**](http://gato-docs.its.txstate.edu/jcr:f04f7825-07ed-47f3-aa3f-c35ca5754765/EmploymentJustification.docx): Required if faculty member does not possess the required academic credentials. 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) | Hard Copy |
|  | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hard Copy |
|  | **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** |

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| **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 to appoint program faculty. PCR Training Materials can be found at the [PCR Resource website](https://facultyresources.provost.txstate.edu/PCR-Resources.html).

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.*