**Contract Packet Checklist**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Received** | **Item** | **Notes** |
|  | Contract Form:[Contract Offer Recommendation](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/hiring/FacultyContractOfferReccomendation/FacultyContractOfferRecommendation.doc) (for tenure track faculty and first time 100% FTE lecturers) or[Per Course Faculty Contracting Form](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps7/PPS7-14AttA/PPS7-14AttA2.doc), or[Contracting of Temporary Faculty](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps7/PPS7-14AttB.docx) (used for graduate teaching assistants)  | Hard Copy (only if New Hire or Rehire who has never taught) |
|  | [Faculty Employment Application](http://facultyrecords.provost.txstate.edu/faculty-employment/application.html) | Hard Copy |
|  | Current Vita or Resume | Hard Copy (if previous faculty updated vita can be submitted electronically) |
|  | Three letters of recommendation or a memo documenting telephone reference checks (required for all new faculty and graduate teaching assistants) | Hard Copy |
|  | Official transcripts from ALL institutions granting degrees (Transcripts can be submitted electronically from a university directly to: Ms. Gaye Korenek, Director of Faculty Records, e-mail gk01@txstate.edu) | Hard Copy |
|  | Dual Employment documents (Faculty member should self-report once the PCR has been processed) [UPPS 04.04.06](http://www.txstate.edu/effective/upps/upps-04-04-06.html)  | Electronic (Completed through the SAP Portal under “Other Self Service”) |
|  | [Employment Justification Form](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/hiring/EmploymentJustification.doc) (required if faculty member does not possess the required academic credentials as required by SACS) [PPS 7.02](http://www.provost.txstate.edu/pps/policy-and-procedure-statements/7-personnel-employ-comp/pps7-02.html) | Hard Copy |
|  | [English Proficiency Form](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps7/PPS7-12AttB.docx) (required for all new faculty and graduate teaching assistants) [PPS 7.12](http://www.provost.txstate.edu/pps/policy-and-procedure-statements/7-personnel-employ-comp/pps7-12.html) | Hard Copy |
|  | Faculty/Graduate Student Employee Personal Data Form <http://www.hr.txstate.edu/Forms/newhireforms.html>  | Electronic |
|  | Completed Faculty Applicant Log | Hard Copy |
|  | [Criminal Background Check Form](http://gato-docs.its.txstate.edu/provost-vpaa/office-pps-files/pps7/PPS7-20AttB.doc)  (applies to full-time faculty only) [PPS 7.20](http://www.provost.txstate.edu/pps/policy-and-procedure-statements/7-personnel-employ-comp/pps7-20.html) | Hard Copy or via email or fax |
|  | 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) | Electronic |
|  | W-4 Form - <http://www.hr.txstate.edu/Forms/miscforms.html>  | Electronic |
|  | I-9 Form - <http://www.hr.txstate.edu/employment/HireRight.html>  | HireRight Electronic I-9 & E-Verify |

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

Faculty Records

Revised 12\_2015