# Contract Packet Checklist

Name______________________________________________________

<table>
<thead>
<tr>
<th>Received</th>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract Form:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Contract Offer Recommendation</strong> (for tenure track faculty and first time 100% FTE lecturers) or <strong>Per Course Faculty Contracting Form</strong>, or <strong>Contracting of Temporary Faculty</strong> (used for graduate teaching assistants)</td>
<td>Hard Copy (only if New Hire or Rehire who has never taught)</td>
</tr>
<tr>
<td></td>
<td><strong>Faculty Employment Application</strong></td>
<td>Hard Copy</td>
</tr>
<tr>
<td></td>
<td>Current Vita or Resume</td>
<td>Hard Copy (if previous faculty updated vita can be submitted electronically)</td>
</tr>
<tr>
<td></td>
<td>Three letters of recommendation or a memo documenting telephone reference checks (required for all new faculty and graduate teaching assistants)</td>
<td>Hard Copy</td>
</tr>
<tr>
<td></td>
<td>Official transcripts from ALL institutions granting degrees</td>
<td>Hard Copy</td>
</tr>
<tr>
<td></td>
<td>(Transcripts can be submitted electronically from a university directly to: Ms. Gaye Korenek, Director of Faculty Records, e-mail <a href="mailto:gk01@txstate.edu">gk01@txstate.edu</a>)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Dual Employment documents</strong> (Faculty member should self-report once the PCR has been processed) <strong>UPPS 04.04.06</strong></td>
<td>Electronic (Completed through the SAP Portal under “Other Self Service”)</td>
</tr>
<tr>
<td></td>
<td><strong>Employment Justification Form</strong> (required if faculty member does not possess the required academic credentials as required by SACS) <strong>PPS 7.02</strong></td>
<td>Hard Copy</td>
</tr>
<tr>
<td></td>
<td><strong>English Proficiency Form</strong> (required for all new faculty and graduate teaching assistants) <strong>PPS 7.12</strong></td>
<td>Hard Copy</td>
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<tr>
<td></td>
<td>Faculty/Graduate Student Employee Personal Data Form <strong><a href="http://www.hr.txstate.edu/Forms/newhireforms.html">http://www.hr.txstate.edu/Forms/newhireforms.html</a></strong></td>
<td>Electronic</td>
</tr>
<tr>
<td></td>
<td>Completed Faculty Applicant Log</td>
<td>Hard Copy</td>
</tr>
<tr>
<td></td>
<td><strong>Criminal Background Check Form</strong> (applies to full-time faculty only) <strong>PPS 7.20</strong></td>
<td></td>
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<tr>
<td></td>
<td>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)</td>
<td>Electronic</td>
</tr>
<tr>
<td></td>
<td><strong>W-4 Form</strong> - <strong><a href="http://www.hr.txstate.edu/Forms/miscforms.html">http://www.hr.txstate.edu/Forms/miscforms.html</a></strong></td>
<td>Electronic</td>
</tr>
<tr>
<td></td>
<td><strong>I-9 Form</strong> - <strong><a href="http://www.hr.txstate.edu/employment/HireRight.html">http://www.hr.txstate.edu/employment/HireRight.html</a></strong></td>
<td>HireRight Electronic I-9 &amp; E-Verify</td>
</tr>
</tbody>
</table>

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

Faculty Records
Revised 12_2015