**Rehire Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TXST ID: A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

**According to the Texas State University Records Retention Schedule (RRS), our office purges nontenure line, per course, and teaching assistant faculty files after 10 years. This checklist should not be used if rehire has been separated more than 10 years.**

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| --- | --- | --- |
|  **Received** | **Document** | **Notes** |
|  | **Reactivate NetID:** Run transaction ZHRPEOPLESEARCH in SAP to find previous Texas State ID and Net ID. Reactivate through [NET ID Request](https://doit.txstate.edu/services/netid) and note the existing Texas State ID and Net ID on your request under the Prior Affiliation. See [ZHRPEOPLESEARCH](https://gato-docs.its.txstate.edu/jcr%3A93fe2b95-d7e6-47eb-bb51-26a86b0fdfc5/ZHRPeopleSearch%20and%20NETID%20%20Training%20Document_02.2019.pdf) instructions for more details. | Electronic - ITAC |
|  | **Contracting Form:** [Contract Offer Recommendation](http://gato-docs.its.txstate.edu/jcr%3A9ef03720-6dfd-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%3A61197898-0694-453a-8626-d87d24166b0b/AAPPS_04-01-02_Per%20Course%20Faculty%20Contract.doc) *(PC appointments)* | Hard Copy |
|  | [**Faculty Employment Application**](http://gato-docs.its.txstate.edu/jcr%3A40438d85-0b2c-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%3Aa7d01614-c5a5-4f12-af11-83c60cce8e5b/Faculty%20Criminal%20Background%20Consent%20Form.docx)**:** *Required for all rehired 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. Updated CV required **if** degrees have been conferred since previous employment and/or to document additional work experience/achievements.  | Attached to PCR |
|  | **Faculty** [**Employment Justification Form**](http://gato-docs.its.txstate.edu/jcr%3Af04f7825-07ed-47f3-aa3f-c35ca5754765/EmploymentJustification.docx): 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) | 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 earned **since** previous employment. [Guideline for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr%3A75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx) *(Faculty & Academic Resources will request Texas State Transcripts)* | **Hard Copy or Electronic** |

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| **Faculty Log** |
|  | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** **ALL** 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.

For questions related to PCRs, please contact 5.2557 or email hr\_mdc@txstate.edu.

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