**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.**

**Use the New Faculty Packet Checklist Hired via PeopleAdmin if the new hire is expected to teach.**

|  |  |  |
| --- | --- | --- |
| **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 |
|  | [**Faculty Employment Application**](http://gato-docs.its.txstate.edu/jcr:40438d85-0b2c-493f-a0c2-eca71fb9f4a9/FACULTY_EMPLOYMENT_APPLICATION.docx) | Hard Copy |
|  | [**Background Check Request or Background Check Batch Request**](https://www.hr.txst.edu/talent-acquisition/forms.html)**:** *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 request as soon as the offer is accepted to prevent hiring delays. | Email to [talent@txstate.edu](mailto:talent@txstate.edu) |
|  | [**Authorization for Employee Moving Expenses**](https://www.txst.edu/gao/ap/forms.html)**:** Required if reimbursement for moving allowance is offered. [FSS/PPS 03.19](http://policies.txstate.edu/division-policies/finance-and-support-services/03-19.html) | Hard Copy |
|  | **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 |
|  | **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 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** |

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

PCRs are required for change of positions in SAP. 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.*