



Human Resources Faculty Supplement New Hire Form

If not typed, use black or blue ink on white paper only.

Prepared By _____	Phone _____	Date _____
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Deadlines for completed original to Human Resources:
 - **AS SOON AS POSSIBLE**, but no later than employee's start date or the 10th of the month, whichever occurs first.

Effective Date: _____

Personal Data				
Last Name	Suffix	First Name	M.I	PeopleSoft ID # _____

Tenure/Continuing Contract Data		
Status: <input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenure at Time of Appointment		
Academic Rank:		
<input type="checkbox"/> Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Research Faculty Rank: _____		
<input type="checkbox"/> Instructor <input type="checkbox"/> Lecturer <input type="checkbox"/> Non-documented eligible		
Prob. Start Date:	Tenure Date:	Joint Dept:
Prob. End Date:	Tenure Home Dept: P-	P-
Discipline Code:	Primary Function:	
	<input type="checkbox"/> 50% or more teaching <input type="checkbox"/> Less than 50% teaching	
	<input type="checkbox"/> 50% Teaching, not primary	
Prior Credit:		

*** This Form should accompany the New Hire Form or the Employee Data Change Form ***