

P#:	Dept:
Name:	
Title:	
FTE:	Supervisor:

CHECKLIST FOR **ADJUNCT** CONTRACT PROCESSING

If applicable:

Alien (visa #): _____ (expiration date) _____

ITEMS NEEDED FOR APPOINTEE'S FILE

E-doc (Adjunct Academic Faculty Form) _____

Oath (notarized) _____
 (Not required for non-US citizens)

Volunteer Agreement _____
 (Not required if a non-US citizen working outside of the US)

Biographical Data Sheet (four pages) _____

List of three references with contact information _____

Official transcripts from ALL universities attended _____

Offer Letter _____

Acceptance letter OR signed offer letter _____

Employment Eligibility Verification (I-9) _____
 (Not required if adjunct will NOT be in the U.S. while performing adjunct duties)

Personal Data Sheet (one page - NCR Form) _____

Items missing that should be listed as contingencies on the Employment Document:

Other: _____

PROCESSING UPON RECEIPT OF SIGNED EMPLOYMENT DOCUMENT
 Dossier (in manila folder) to Provost for signature and forwarding to HR _____