

## Faculty Hire Checklist

Name: \_\_\_\_\_ Program: MHR Short-term

- \_\_\_\_\_ Interview with IAE Chair
- \_\_\_\_\_ Interview with Associate Academic Dean (IAE only)
- \_\_\_\_\_ Resume
- \_\_\_\_\_ Transcript(s)
- \_\_\_\_\_ I-9, W-4, Direct Deposit (Meet with HR)
- \_\_\_\_\_ General Information Sheet
- \_\_\_\_\_ Internet, webfor, and email information
- \_\_\_\_\_ Contract(s) issued
- \_\_\_\_\_ Curriculum Calendar
- \_\_\_\_\_ Curriculum/Faculty and Student Guides
- \_\_\_\_\_ Textbooks
- \_\_\_\_\_ Incomplete Forms
- \_\_\_\_\_ Change of Grade Forms
- \_\_\_\_\_ Adjunct Faculty Handbook
- \_\_\_\_\_ Briefcase (IAE only)

Additional comments or suggestions: