CHECKLIST FOR PROFESSIONAL CONTRACT PROCESSING

Tenure/Non Tenure Track: ___________  Start-up Money: ________________
A/B Contract: ______________________  Moving Money: ________________
Alien (visa #): _____________________  ABD? : ______________________
(expiration date) ___________________

ITEMS NEEDED FOR APPOINTEE’S FILE

Web Contract

Oath (notarized)

W-4

Sexual Harassment Policy and Complaint Procedure

Original letters of recommendation OR references

Official transcripts from ALL universities attended (list below)

Institution Dates attended Degree/date Rec’d

Institution Dates attended Degree/date Rec’d

Institution Dates attended Degree/date Rec’d

Institution Dates attended Degree/date Rec’d

Offer Letter

Acceptance letter OR signed offer letter

Affirmative action clearance - EEO Compliance Report

Proof of citizenship (I-9)

Personal Data Sheet (one page - NCR Form)

Essential Functions form (if required)

*Items missing that should be listed as contingencies on the Web Contract:

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

Other: _______________________________________________________________________

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

Revised 11/07