

Last Name:		First:		Title:	
Department:			Division:		
Form Prepared by:					
File sent to AA on (Date):					
FACULTY:			ADJUNCT:		
Approved HR Action Form			Memo to Hire (signed by Div. Chair & Dean)		
Memo to Hire (signed by Div. Chair & Dean)			Faculty Application & Letter of Interest		
Faculty Application & Letter of Interest			CV with JU appointment listed		
CV with JU appointment listed			Background check		
Background check			Required Screening Question		
Required Screening Question			Letters of recommendation: 1 2 3 (optional)		
Letters of recommendation: 1 2 3			Information Sheet – New Hire (w/ budget line)		
Information Sheet – New Hire (w/ budget line)			Original Transcripts (all institutions)		
Original Transcripts (all institutions)			Transcript Notice N/A		
Transcript Notice N/A			Learning Outcome Letter (if adjunct has less than Master's degree in discipline being taught) N/A		
Copies of all Licenses and Certifications N/A			Copies of all Licenses and Certifications N/A		
Confidentiality Agreement			Confidentiality Agreement		
Employee Benefits Acknowledgement (FT only)			Direct Deposit Form (attach voided check)		
Direct Deposit Form (attach voided check)			W-4		
W-4			I-9 verified and signed by JU employee with copies of ID documents attached		
I-9 verified and signed by JU employee with copies of ID documents attached (Driver's License, Social Security Card, Passport, etc.)					
Example:					
X	1.	BA	University of Florida	1978	Sociology
X	2.	MA	Stetson University	1981	Sociology
X	3.	PhD	University of GA	1985	Sociology
		Degree	Institution	Year	Discipline
	1.				
	2.				
	3.				
	4.				
	5.				
Notes:					