

Name: _____ Employment Status: _____

Effective Date _____ Position # _____

Dept. Contact _____ Dept. Name/ID _____

Job Opening ID # (if applicable) _____ Date Posted: _____

Augusta University

Benefits-eligible Faculty Appointment Checklist (0.5-1.0 FTE)

This checklist and packet should include required supporting documentation for faculty who are appointed through competitive recruitment. This packet does not include payroll and benefit related forms which will be done during employee processing.

To be completed by Hiring Department: Section A, B and/or C (if applicable) To be completed by Human Resources: Section D

Section A- Required for all faculty appointments:

	Job Opening- All candidates are dispositioned with final candidate in Interview/Make Offer.
	Original Offer Letter with signed acceptance and Conflict of Interest form completed <i>(to use HR approved templates only)</i>
	Background Entry Form (if not previously submitted). Please note the background check must be cleared before the faculty member can begin work.
	Curriculum Vitae (CV)
	Original Transcripts for All Degrees- Original transcripts are required in all cases for all degrees and related coursework (Bachelor's level and above; Associate's not required). If degrees are from an institution outside of the U.S., transcripts must be evaluated by a credentialing agency, and an original copy of the evaluation must be submitted.
	Professional Photograph: Schedule with Communications and Marketing. Please let your faculty know that they should be professionally dressed. When possible, this appointment should be scheduled during a visit prior to the effective date of hire to allow for the professional photo to be used on their AU ID badge and faculty profile page.

Section B- Required for faculty being appointed with clinical/patient care responsibilities (in addition to Section A):

	Professional GA Licensure —printed copy of Georgia Composite Medical Board/GA Professional Licensure website verification (primary source verification)
	Pre-employment Health Screening (physical and/or drug screen) – Please note that the confirmed negative result must be received prior to the effective date of hire. Failure to have this clearance can delay start date. Appointment Date _____ Cleared Through _____

Section C- Required for faculty being appointed with research responsibilities (in addition to Section A):

	New Research Faculty Transition Form
	Institute/Center Memberships (if applicable): _____

Section D- For HR use only Recruiter name _____ Coordinator name _____

Job Opening	Position Management	Onboarding <i>(if applicable)</i>
<input type="checkbox"/> Applicants dispositioned	<input type="checkbox"/> Official title matches offer letter	<input type="checkbox"/> All applicable sections of checklist complete
<input type="checkbox"/> Offer entered, approved, accepted	<input type="checkbox"/> Job Code has correct characters	<input type="checkbox"/> Verify probationary credits
<input type="checkbox"/> Verify employee is in Equifax <i>(if applicable)</i>	<input type="checkbox"/> FTE is correct	<input type="checkbox"/> Previous file pulled
<input type="checkbox"/> Prepare for Hire	<input type="checkbox"/> Pay Group is correct (12F or 12Y)	<input type="checkbox"/> Processing appointment scheduled
<input type="checkbox"/> In Manage Hires		<input type="checkbox"/> Equifax packet completed

Notes: