Name _____ Employment Status: _____

Employee ID (if applicable)_____ Effective Date_____ Position # _____

Dept. Contact_____ Dept. Name/ID_____

Augusta University
Part-time, Non-benefitted Faculty Appointment Checklist (0.1-0.49 FTE)

This checklist and packet should include required supporting documentation for faculty who are appointed without going through competitive recruitment. This packet does not include payroll 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:

	SmartHR Transaction- Department must submit SmartHR transaction to hire new faculty member.
	Original Offer Letter with signed acceptance and Conflict of Interest form completed *(to use HR approved templates only)*
	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.

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**_____
	COVID-19 vaccination or approved exemption- Does this position require vaccination proof or approved exemption based on Centers for Medicare and Medicaid (CMS) guidelines**?** ☐ **YES** ☐ **NO**

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**_____

Position Management	Onboarding *(if applicable)*
☐ Official title matches offer letter	☐ All applicable sections of checklist complete
☐ Job title reflects "part-time"	☐ Previous file pulled
☐ FTE is correct	☐ Processing appointment scheduled
☐ Pay Group is 12P	☐ Equifax packet sent to faculty; verify packet completed
☐ Non-person profile updated- make sure CMS requirement noted if applicable	☐ COVID vaccination or approved exemption proof; Qualtrics ticket completed (if applicable)

Notes: