

Name \_\_\_\_\_ Employment Status: \_\_\_\_\_  
 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:

	<b>SmartHR Transaction-</b> Department must submit SmartHR transaction to hire new faculty member.
	<b>Original Offer Letter</b> with signed acceptance and Conflict of Interest form completed <i>(to use HR approved templates only)</i>
	<b>Background Entry Form</b> (if not previously submitted). Please note the background check must be cleared before the faculty member can begin work.
	<b>Curriculum Vitae (CV)</b>
	<b>Original Transcripts for All Degrees-</b> 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):

	<b>Professional GA Licensure</b> –printed copy of Georgia Composite Medical Board/GA Professional Licensure website verification (primary source verification)
	<b>Pre-employment Health Screening (physical and/or drug screen)</b> – 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. <b>Appointment Date</b> _____ <b>Cleared Through</b> _____

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

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

**Section D- For HR use only**      **Recruiter name** \_\_\_\_\_ **Coordinator name** \_\_\_\_\_

Position Management	Onboarding (if applicable)
<input type="checkbox"/> Official title matches offer letter	<input type="checkbox"/> All applicable sections of checklist complete
<input type="checkbox"/> Job title reflects “part-time”	<input type="checkbox"/> Previous file pulled
<input type="checkbox"/> Job Code has correct characters	<input type="checkbox"/> Processing appointment scheduled
<input type="checkbox"/> FTE is correct	<input type="checkbox"/> Equifax packet sent to faculty; verify packet completed
<input type="checkbox"/> Paygroup is 12P	<input type="checkbox"/> Verify SmartHR transaction has been submitted

**Notes:**