

Name _____

Academic Department ID _____ Position # _____

Effective Date _____ Job Opening ID # (if applicable) _____ Date posted: _____

Augusta University

Part-time (less than 0.01 - 0.99 FTE) Faculty Appointment Checklist

Required Supporting Documentation

This list does not include those forms required for payroll and benefits processing
(Please print and include with the faculty appointment packet)

Part-time includes any faculty with an EFT/FTE of 0.99 or below and have an identified work schedule. Benefits eligibility is as follows:

- 0.75 - 0.99 EFT/FTE Eligible for health benefits, retirement and pro-rated leave accrual (hired via Job Opening)
- 0.50 - 0.74 EFT/FTE Eligible for retirement and pro-rated leave accrual (hired via Job Opening)
- 0.01 - 0.49 EFT/FTE Not eligible for benefits, retirement or leave accrual (hired via SmartHR Transaction)

For all part-time faculty appointments:

	Benefits eligible faculty appointments will be processed via the Job Opening. Non-benefits eligible faculty appointments will be processed via a SmartHR Transaction in OneUSG: Navigator- Manager Self Service-Job and Personal Information- Smart HR Template-Smart HR Transaction-Hire/Rehire
	Offer Letter with signed acceptance (original)
	Background Entry Form (if not previously submitted) Please note that delay in receipt may affect the effective date of hire, as the background check must be completed and cleared prior to the effective date of hire.
	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 a faculty candidate received their degree from an institution outside of the U.S., their transcripts must be evaluated by a credentialing agency and an original copy of the evaluation must be submitted.

In addition to the above, faculty being appointed with research responsibilities:

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

In addition to the above, faculty being appointed with clinical/patient care responsibilities:

	Verification of 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 completed can result in a change to the effective date of hire.
	Name of Service Line (if applicable): _____
	Institute/Center Memberships (if applicable): _____