0%/$0 FACULTY/AP APPOINTMENTS

Updated: 4/14/15

Employee Name_______________________________________

0%/$0 ADJUNCT APPOINTMENTS - NEW:

☐ *Notice of Faculty or A/P Staff Appointment form
☐ *Personal and Professional Data form (P & P) (original and one copy)
   ☐ For foreign national hires, make sure VISA type, work authorization number, and expiration date are reflected. Appointment dates may not precede or exceed work authorization dates. (See Carla Coppi at the Center for International Education if questions arise regarding an F-1 or J-1 Visa. See Melissa Gibbons at the Provost Office if questions arise regarding an H-1B Visa.)
☐ *Faculty/Staff/Graduate Assistant/Retiree Change of Address Form (Required to capture address)
☐ *Oral English Form (if teaching)
☐ *Illinois DCFS Acknowledgement of Mandated Reporter Status Form
☐ 0%/$0 appointments must be on a term basis only

0%/$0 VISITING APPOINTMENTS - NEW:

☐ *Notice of Faculty or A/P Staff Appointment form
☐ *Hiring Approval
☐ Copy of the approved Hiring Audit Form Section II and a copy of the approved Position Description and/or Position Announcement OR a copy of the approved Search Waiver
☐ For auditing purposes, employee signature date on contract must not be dated prior to hiring approval date
☐ *Faculty/Staff/Graduate Assistant/Retiree Change of Address Form (Required to capture address)
☐ *Oral English Form (if teaching)
☐ *Illinois DCFS Acknowledgement of Mandated Reporter Status Form
☐ *Personal and Professional Data form (P & P) (original and one copy)
   ☐ For foreign national hires, make sure VISA type, work authorization number, and expiration date are reflected. Appointment dates may not precede or exceed work authorization dates. (See Carla Coppi at the Center for International Education if questions arise regarding an F-1 or J-1 Visa. See Melissa Gibbons at the Provost Office if questions arise regarding an H-1B Visa.)
☐ 0%/$0 appointments must be on a term basis only

0%/$0 ADJUNCT/VISITING - REAPPOINTMENTS:

☐ Notice of Faculty or A/P Staff Appointment form
☐ 0%/$0 appointments must be on a term basis only
☐ Foreign nationals must have appropriate work authorization. Appointment dates may not precede or exceed work authorization dates. (See Carla Coppi at the Center for International Education if questions arise regarding an F-1 or J-1 Visa. See Melissa Gibbons at the Provost Office if questions arise regarding an H-1B Visa.)

Contract Verified By: ________________________________

*These items are required to process a Notice of Appointment Form by the Office of the Provost and Vice Chancellor.