FACULTY/AP REAPPOINTMENT CHECKLIST:

Employee Name: _______________________________________
____________________________________________________________________________________________________________________

□ Notice of Faculty or A/P Staff Appointment form with account information provided in the costing section
  □ Make sure there are no conflicting appointments. (Ask employee)
  □ If reappointment at same rank/title, then same id # is used. If there is a change in title, then a new sequence # should be used. For example, Lecturer to Senior Lecturer, C.FA.XXX.000 to C.FA.XXX.001.
  □ If A/P less than 100%, include the following statement on page two: “The employee and the University acknowledge that the employee will not work more than 40 hours in any one workweek.”
  □ If foreign national, verify reappointment dates are within appropriate work authorization dates.

□ Hiring Approval (Only Needed if Hired under New Search, Search Waiver Ended or Previously Separated)
  □ 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
  □ Hiring permission is required for retired faculty returning

□ Official Transcripts (Only needed if hired in a new position where the degree requirements are higher than the degree proof submitted for previous position)

Contract Verified By: ________________________________