

0%/\$0 FACULTY/AP APPOINTMENTS

Employee Name _____

Updated: 2/22/16

0%/\$0 ADJUNCT APPOINTMENTS - NEW:

- *Notice of Faculty or A/P Staff Appointment form**
- *Faculty/Staff/Graduate Assistant/Retiree Change of Address Form** (Required to capture address)
- *Illinois DCFS Acknowledgement of Mandated Reporter Status Form**
- *Oral English Form** (if teaching)
- *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 (Contact the Center for International Education if questions arise regarding an F-1 or J-1 Visa. Contact Melissa Gibbons in the Provost's Office if questions arise regarding an H-1B Visa.).
- 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)
- *Illinois DCFS Acknowledgement of Mandated Reporter Status Form**
- *Oral English Form** (if teaching)
- *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 (Contact the Center for International Education if questions arise regarding an F-1 or J-1 Visa. Contact Melissa Gibbons in the Provost's 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**
- *Hiring Approval** (for visiting appointments only - if previous hiring approval has expired)
 - 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
- Foreign nationals must have appropriate work authorization. Appointment dates may not precede or exceed work authorization dates (Contact the Center for International Education if questions arise regarding an F-1 or J-1 Visa. Contact Melissa Gibbons in the Provost's Office if questions arise regarding an H-1B Visa.).
- 0%/\$0 appointments must be on a term basis only

Contract Verified By: _____

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