

- 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: _____