

Part-time Faculty Personnel File Checklist

The following Checklist summarizes the documentation that should be included in a Part-time Faculty member's Departmental Employee File.

- _____ 1. Part-time Faculty Application (*Copy returned from HR after processing*)*
- _____ 2. Original Transcripts*
- _____ 3. Highest Degree Earned form*
- _____ 4. Vitae*
- _____ 5. Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)*
- _____ 6. Acknowledgement of Receipt of Auditor of State Fraud Reporting System Information*
- _____ 7. Assignment Agreements/Contracts/Supplemental Pay form etc. *
- _____ 8. Policy Document Acknowledgement Form**
- _____ 9. Copy of Release for Background Information Form (*Redact Social Security Number*)**
- _____ 10. Reference Check Results**
- _____ 11. Student Evaluations
- _____ 12. Certifications/Licenses/Credentials
- _____ 13. Change of Address forms
- _____ 14. Copy of New Hire Paperwork (*Keep until Processed by HR*)
- _____ 15. Any documentation pursuant to corrective action
- _____ 16. Any other documentation regarding employment at YSU

* Required documents

** Required documents for new hires beginning Spring Semester 2015.

This checklist is meant to serve as a guide only. This document is not meant to be an all inclusive listing.

