

Last Name:	First Name:	Title		
Department:		Division:		
Form Prepared by:				
Date File sent to AA:		Date AA sent to OPC:		
Part 1 Faculty: Collected by College – Sent to AA		Part 1 Adjunct: Collected by College – Sent to AA		
Approved HRAF: Request for Position		Adjunct Memo to Hire		
Signed Letter of Intent		Faculty Qualifications Certification form (signed)		
Faculty Qualifications Certification form (signed)		Faculty Application & Letter of Interest		
Faculty Application & Letter of Interest		CV with JU appointment listed		
CV with JU appointment listed		Copies of all Licenses & Certifications		
Letters of recommendation: 1 2 3		Transcript Notice		
Copies of all Licenses and Certifications		Original Transcripts (ALL INSTITUTIONS)		
Transcript Notice				
Original Transcripts (ALL INSTITUTIONS)				
Part 2 Documents Collected by Office of People & Culture (OPC): <ul style="list-style-type: none"> • Background Check • Required Screening • Confidentiality Agreement • Information Sheet • Employee Benefits Acknowledgement (FT only) • Direct Deposit Form (with voided check) • W-4 • I-9 (with copies of ID) 				
Part 3 For Full-Time Faculty ONLY				
Submit HRAF: Personnel Action (Prepared by College once contacted by Office of People & Culture)				
Part 4 OPC will onboard new faculty & generate contract Adjuncts will be contacted with on-boarding & credential information				
Example				
X	BA	University of Florida	1995	History
X	PhD	University of Florida	2001	History
	Degree	Institution	Year	Discipline
Notes				