

**New Hire Checklist**(after first-time adjunct hires, the EPAF process is used)

**Candidate Name: **

**Department: **

**Course Assignments: **

1. Have all **official transcripts** been received by UNA? [ ] YES [ ]  NO
2. Has a **Personnel Action Form (PAF)** been prepared? [ ]  YES [ ]  NO
3. Does applicant hold a **terminal degree** in teaching field? [ ]  YES [ ]  NO

 If so, list degree information:

If not, list the highest degree held and/or 18 hrs. of graduate coursework in teaching discipline OR additional qualifications/certifications (attach documentation as necessary):

1. Has an **adjunct contract** been prepared? (*college level only*) [ ]  YES [ ]  NO [ ]  N/A
2. CIP Code of Highest Degree: ****

By signing below I approve the degree(s)/coursework/additional qualifications noted above as appropriate credentials for this individual to be teacher of record for the above listed courses.

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_