

**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 an **Adjunct Online Form or Hiring Proposal** been prepared? [ ]  YES [ ]  NO
3. Graduate Faculty? (attach application) [ ]  YES [ ]  NO
4. Does applicant hold a **terminal degree** in teaching field?

[ ]  **YES,** candidate **does** hold a terminal degree in the teaching field, list degree information (degree title, year obtained, university obtained from):

[ ]  **NO,** candidate **does not** hold a terminal degree in the teaching field, either:

List the highest degree held and 18 hrs. of graduate coursework in teaching discipline:

List additional qualifications/certifications (attach documentation as necessary):

1. Has an **adjunct letter** been prepared? (*for Dean’s Office only*) [ ]  YES [ ]  NO [ ]  N/A
2. CIP Code of **Highest Degree** only:

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_