

Checklist for New Faculty Contracts

Contract Start Date _____ Position Number _____ AAUP Eligible (Yes / No) _____ Full or Part-time _____

First and Last Name _____ BGSU ID _____

Rank (professor, associate professor, etc.) _____ Title (dean, chair, etc.) _____ Tenure Status _____

Contract Period (AY/FY/Semester) _____ Base Salary _____ Stipend _____ Total Salary (Base plus Stipend) _____

College _____ Department Name _____ Fund # / Dept # _____ % _____

College _____ Department Name _____ Fund # / Dept # _____ % _____

Home Department Name and # (if different than budget #) _____ CIP Code (assigned by Provost's Office) _____

Reports to: Supervisor Name _____ Supervisor Position # _____

Documents required:

- ___ Signed Letter of Appointment for Full-time
- ___ Adjunct contract in OnBase
- ___ Letter of application (printed from HireTouch)
- ___ C.V. (printed from HireTouch)
- ___ 3 Current Letters of Recommendation (2 for adjuncts)
 - a. If the referee has uploaded their letter of reference in HireTouch for the finalist, then you may print it and consider it an original letter of reference.
 - b. If the finalist uploaded the letter in HireTouch, then we still need a letter directly from the referee.
- ___ Official Transcript
- ___ I-9 Hard Copy* **or:**
- ___ I-9 completed in Equifax (do not send a copy with credential file)
- ___ Background check approved in Hire Touch or OHR email for adjuncts
- ___ New Employee Data Sheet*
- ___ Policy Acknowledgement Form*
- ___ STRS Member Information Form**
- ___ SSA 1945 Form**
- ___ Form W-4*
- ___ Form IT-4*
- ___ Direct Deposit Form*
- ___ Travel Risk Beneficiary Form*
- ___ Retirement Plan Election Form*

* <https://www.bgsu.edu/human-resources/employee/forms.html>

** <https://www.bgsu.edu/payroll/strs-forms.html>

Credential file sent to Provost's Office _____
(initial and date)

From Provost's Office to Human Resources _____
(initial and date)