**Rehire Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TXST ID: A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NetID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Posting Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checklist Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, update SharePoint Faculty Log, and initiate PCR.**

**This checklist should be used if current faculty member is moving to a new Nontenure or Tenure Line faculty position via search in** [**PeopleAdmin**](https://jobs.hr.txst.edu/hr/)**.**

|  |  |  |
| --- | --- | --- |
|  **Received** | **Paperwork** | **Notes** |
|  | [**Contract Offer Recommendation**](http://gato-docs.its.txstate.edu/jcr%3A9ef03720-6dfd-463e-b079-f821f263f7ab/AAPPS_04-01-02_FacContractOfferRec.docx) **Form:** Signed by a member of the Departmental/School Personnel Committee and Chair/Director. [Offer salary](https://docs.gato.txst.edu/683322/Faculty%20Salary%20Calculator.xlsx) for FTE positions must be at least 90% of [CUPA](https://www.hr.txst.edu/compensation/universitypayplan/FacultyCompensation.html).  | Hiring Proposal |
|  | **Research Start-Up Funds:** [Start-Up Request template](http://gato-docs.its.txstate.edu/jcr%3Ad87a8eae-5547-4c99-b77b-2b13a4bd3f03/Form_Startup%20Request_template_revision%2011.27.18.xlsx) and [Guidelines for Requesting Start-Up Funds](https://facultyresources.provost.txstate.edu/hiring-and-retention.html) per [AA/PPS 03.01.10](https://policies.txstate.edu/division-policies/academic-affairs/03-01-10.html). Must be approved by the Office of Research. | Hiring Proposal |
|  | **Authorization for Employee Moving Expenses:** [Authorization for Employee Moving Expenses](https://www.txst.edu/gao/ap/forms.html) (paid to employee) or [Relocation Services Request](https://www.hr.txst.edu/talent-acquisition/relocation-information.html) (paid to moving company) required if reimbursement for moving allowance is offered. [UPPS 03.01.22](https://policies.txst.edu/university-policies/03-01-22.html) | Hiring Proposal |
|  | **Official Transcripts** for degree earned **since** previous appointment. *(Faculty & Academic Resources will request Texas State Transcripts)*[Guideline for Accepting Transcripts](https://gato-docs.its.txstate.edu/jcr%3A75032aa2-d74d-4ad3-9f97-583e803a73e9/Guidelines%20for%20Accepting%20Transcripts.docx) | **Hard Copy or Electronic****(**[*Request templates*](https://docs.gato.txst.edu/716700/Transcript%20Request%20Email%20Templates.docx)**)** |
|  | [**Faculty Employment Justification Form**:](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f9ee62aec-4550-498a-b6b3-d0cb3a88a1ac) Required if faculty member does not possess the required academic credentials as required by SACSCOC. All licensure and/or certification listed must be attached. [AA/PPS 04.01.01](http://policies.txstate.edu/division-policies/academic-affairs/04-01-01.html) | [Dynamic Forms](https://facultyresources.provost.txst.edu/dynamic-forms.html)(Form must be initiated by the department admin) |
|  | [**New Faculty Computer Request Form**](https://nextgensso.com/sp/startSSO.ping?PartnerIdpId=https://authentic.txstate.edu/idp/shibboleth&SpSessionAuthnAdapterId=texasStateDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f57109047-718b-405b-8616-83501f579cd7)**:** Required for new faculty receiving computers. Promotion eligible positions only. | [Dynamic Forms](https://facultyresources.provost.txst.edu/dynamic-forms.html) |
|  | **Faculty Qualifications:** Copies of all licensure and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hiring Proposal |
|  | **Hiring Matrix Tool:** Final [hiring matrix](https://facultyresources.provost.txstate.edu/recruitment/toolbox/search-committee/matrix.html) listing all applicants**.** *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |
|  | **Interview Questions:** List of questions asked by Search Committee. *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |

|  |
| --- |
| **Faculty Log** |
|  | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** **ALL** faculty must be added once position is accepted. | SharePoint |

PCRs are required for change of positions in SAP. PCR Training Materials can be found at the [PCR Resource website](https://facultyresources.provost.txstate.edu/PCR-Resources.html).

For questions related to **PeopleAdmin**, please see our [PeopleAdmin User Guides](https://facultyresources.provost.txst.edu/recruitment/toolbox/recruitment.html), contact 5-2557 or email [talent@txstate.edu](talent%40txstate.edu).

For questions related to **faculty hiring documents**, please contact 5.2786 or email facultyresources@txstate.edu.

For questions related to **PCRs**, please contact 5.2557 or email hr\_mdc@txstate.edu.

For questions related to **international employment,** please contact inationalemploy@txstate.edu. *International Affairs should be contacted on immigration-related matters as soon as the selection process concludes.*