**Hire Name:** Legal 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/)**.**

|  |  |  |
| --- | --- | --- |
|  | **Tasks:** | **Notes:** |
| Notes | **Request Official Transcripts:** [Guidelines for Accepting Transcripts](https://docs.gato.txst.edu/726862/Transcript%20Guidelines.docx)  *(Faculty & Academic Resources will request Texas State Transcripts)* | **Hard Copy or Electronic**  **(**[*Request templates*](https://docs.gato.txst.edu/726864/Transcript%20Request%20Email%20Templates.docx)**)** |
| Notes | [**SharePoint Faculty Log**](https://txst.sharepoint.com/sites/grp-facultyandacademicresourcesnewfacultygtadtalogs)**:** ALL new/rehired/converted faculty must be added once position is accepted. | SharePoint |

|  |  |  |
| --- | --- | --- |
|  | **Documents/Forms:** | **Notes:** |
| Notes | [**Contract Offer Recommendation**](https://docs.gato.txst.edu/726841/Faculty%20Contract%20Offer%20Recommendation.docx) **Form:** Signed by a member of the Departmental/School Personnel Committee and Chair/Director.  [Offer salary](https://docs.gato.txst.edu/728830/FY25%20Faculty%20Salary%20Calculator_with%20Proration.xlsx) for FTE positions must be at least 90% of [CUPA](https://www.hr.txst.edu/compensation/universitypayplan/FacultyCompensation.html). | Hiring Proposal |
| Notes | **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 |
| Notes | **Two Recommendation Letters/Checks:** Letters of recommendation or [Faculty Telephone Reference Form](https://docs.gato.txst.edu/726856/Faculty%20Telephone%20Reference%20Check%20Form.docx). | Hiring Proposal |
| Notes | [**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) |
| Notes | **Faculty Qualifications:** Copies of all licensures and/or certifications as either a requirement or justification for employment and/or department/school accreditation. | Hiring Proposal |
| Notes | **Research Start-Up Funds:** [Start-Up Request template](https://docs.gato.txst.edu/726853/Startup%20Request%20Template.xlsx) and [Guidelines for Requesting Start-Up Funds](https://facultyresources.provost.txstate.edu/hiring-and-retention.html) per [R/PPS No. 03.12.](https://policies.txst.edu/division-policies/research/03-12.html)  Must be approved by the Office of Research. | Hiring Proposal |
| Notes | [**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. Submit form* ***after*** *Budget Review & approval in PeopleAdmin.* | [Dynamic Forms](https://facultyresources.provost.txst.edu/dynamic-forms.html) |
| Notes | **Hiring Matrix Tool:** [Final hiring matrix](https://docs.gato.txst.edu/726855/English%20Proficiency%20Form.doc) listing all applicants.  *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |
| Notes | **Interview Questions:** List of questions asked by Search Committee.  *Not applicable for Nontenure Faculty ‘Pool’ Postings.* | Hiring Proposal |

PCRs are required for change of positions in SAP. PCR Training Materials can be found at the [PCR Resource website](https://www.hr.txst.edu/mdc/pcr-documents.html).

For questions related to **PeopleAdmin**, please see the [PeopleAdmin User Guides](https://www.hr.txst.edu/talent-acquisition/hiring-101.html), contact 5-2557 or email [talent@txstate.edu](file:///C:\Users\jir41\Downloads\talent@txstate.edu).

For questions related to **faculty hiring documents**, please contact 5.2786 or email [facultyresources@txstate.edu](mailto:facultyresources@txstate.edu).

For questions related to **PCRs**, please contact 5.2557 or email [hris@txstate.edu](mailto:hris@txstate.edu).

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