**New Hire Name:** Legal Name **TXST ID: A**       **NetID:**

**Rank:       Department:**

**Posting Number:       Checklist Prepared By:**

**ONCE OFFER IS ACCEPTED: Collect hiring paperwork, reactive NetID, update SharePoint Faculty Log, & initiate PCR/I-9.**

**According to the Texas State University Records Retention Schedule (RRS), our office purges nontenure line, per course, and teaching assistant faculty files after 10 years. This checklist should not be used if faculty have been separated more than 10 years.**

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|  | **Tasks:** | **Notes:** |
| Notes | **Reactivate NetID:** Run transaction [ZHRPeopleSearch](https://docs.gato.txst.edu/726820/ZHRPeopleSearch%20and%20NETID%20Training%20Document.docx) in SAP to find previous Texas State ID and Net ID. Reactivate through [NET ID Request](https://doit.txstate.edu/services/netid) and note the existing Texas State ID and Net ID on your request under the Prior Affiliation.  See [ZHRPEOPLESEARCH](https://docs.gato.txst.edu/726820/ZHRPeopleSearch%20and%20NETID%20Training%20Document.docx) instructions for more details. | Electronic - ITAC |
| Notes | **Request Official Transcripts:**  for degree earned **since** previous employment. [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 faculty must be added once position is accepted. | SharePoint |

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|  | **Documents/Forms:** | **Notes:** |
| Notes | **Contracting Form:** [Contract Offer Recommendation](https://docs.gato.txst.edu/726841/Faculty%20Contract%20Offer%20Recommendation.docx) (*Initial FTE appointments*) or  [Per Course Faculty Contracting Form](https://docs.gato.txst.edu/726838/Per%20Course%20Faculty%20Contract.docx) *(PC appointments)*  [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 | **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 licensure 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/726898/Sample%20Matrix%20with%20Weights.xlsx) 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 to rehire faculty. 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.*