North Carolina Agricultural and Technical State University  
Office of EPA Salary Administration and Personnel  

EPA New Hire Checklist  

Full Name: ___________________________________________  
Last           First           M.I.  

Effective Date of Appointment: ___________________________  

Title/Rank: ___________________________________________  

College/Department: _____________________________________  

Validation of Items Attached  

☑ Letter of Recommendation from Dean to Provost and Vice Chancellor for Academic Affairs  

☑ *Letter of Verification of Masters Degree with a Major in the Teaching Discipline from Chair to Dean or *Letter of Verification of Masters Degree and 18 Graduate Credit Hours in the Teaching Discipline from Chair to Dean  

☑ Official Transcripts of All Degrees - ☑ Bachelors ☑ Masters ☑ Doctorate **  

☑ PD-105 (Internal Salary Authorization Form)  

☑ EPA Application for Employment  

☑ Resume* (May not be submitted in lieu of application)  

☑ Three Letters of Recommendation  

☑ Copy of Social Security Card (for Payroll purposes)  

☑ Personal Service Agreement (Graduate students only)  

☑ W-4 and NC-4 Forms (Temporary employees only)  

☑ Copy of EEO Form 102 signed by the Affirmative Action Officer  

☑ Memorandum from Human Resources indicating Criminal Conviction Check has been completed  

* Note: This is required for faculty teaching credit courses leading toward a baccalaureate degree (SACS Standards).  

** Note: All faculty members teaching courses at the doctoral degree level must hold the earned doctoral degree in the teaching discipline or related discipline (SACS Standards).  

Dean’s Signature: ___________________________ Date ___________________________  

Department Chairperson’s Signature: ___________________________ Date ___________________________  

PAR/SAL  
Revised 3/09