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 _______________