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 _____