Rationale For Required Paperwork

It is important for Human Resources to receive the required hiring paperwork in a timely manner so new employees can be hired into the university Banner system and access the network accounts in both Banner and Blackboard. Without proper hiring paperwork in the Banner system, access to other programs and tasks may be delayed.

The following forms are required for hiring all Faculty:

- Resume and Official Transcript(s) – All Faculty
  - o Resume and Official Transcript(s) verifies the individual has the credentials required to perform the duties of the job, as posted on the position announcement.
  - o Human Resources will collect this information from the Office of the Provost (Faculty Qualification Assurance Form) for any Non PageUp hire.

- Faculty Oath – All Faculty
  - o Required by Michigan State Law.
  - o Must be notarized at the time of signature by an authorized party.

- Application and Information Sheet – PageUp (i.e. Tenure Track Faculty and Affiliate Faculty)
  - o Required for all applicants hired through PageUp.
  - o Provides required legal information: Legal Name, Social Security Number, Date of Birth and Emergency Contact.
  - o Provides authorization to run the background check(s).

- Candidate Credential Summary Form (i.e. Visiting Faculty and Adjunct Instructor)
  - o Required for all applicants that are not hired through PageUp.
  - o Provides required legal information: Legal Name, Social Security Number, Date of Birth and Emergency Contact.
  - o Provides authorization to run the background check(s).

The following forms are required for EAP and Adjunct EAP:

- Application and Information Sheet – PageUp (AP, Adjunct AP, Less than 12 Month Adjunct AP)
  - o Required for all applicants hired through PageUp.
  - o Provides required legal information: Legal Name, Social Security Number, Date of Birth and Emergency Contact.
  - o Provides authorization to run the background check(s).

- Adjunct AP Information Sheet – Non PageUp (Adjunct AP and Less than 12 Month Adjunct AP)
  - o Required for all applicants that are not hired through PageUp.
  - o Provides required legal information: Legal Name, Social Security Number, Date of Birth and Emergency Contact.
  - o Provides authorization to run the background check(s).

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