

**Faculty Hiring Procedures
Full and Part-Time**

(1) Information staff needs from Department Chairs:

- Copy of notification that was sent to new hire (form letter available on Human Resources web page)
- Full name with middle initial (Legal name)
- Title
- What person is teaching
- Compensation.
- Contact information or copy of CV

(2) New hire information to be included in packet: (Note: this packet may be sent electronically but signed and dated paper originals must be returned.)

- Cover letter from Provost's executive assistant or office/fiscal associate preparing packet
- Copy of department chair's notification that was sent to new hire (see form letter suggested in (1) above)
- Software Code of Ethics form
- Contract
- Employment questionnaire
- 311 Form
- Employee Eligibility Verification
- W4 Form
- Direct Deposit
- Substance Abuse Policy – Read policy, sign and date form
- Drug Testing Policy
- Computer Usage Policy
- Maryland New Hire

(3) Within one (1) week after contract, ethics form and employee questionnaire are all received:

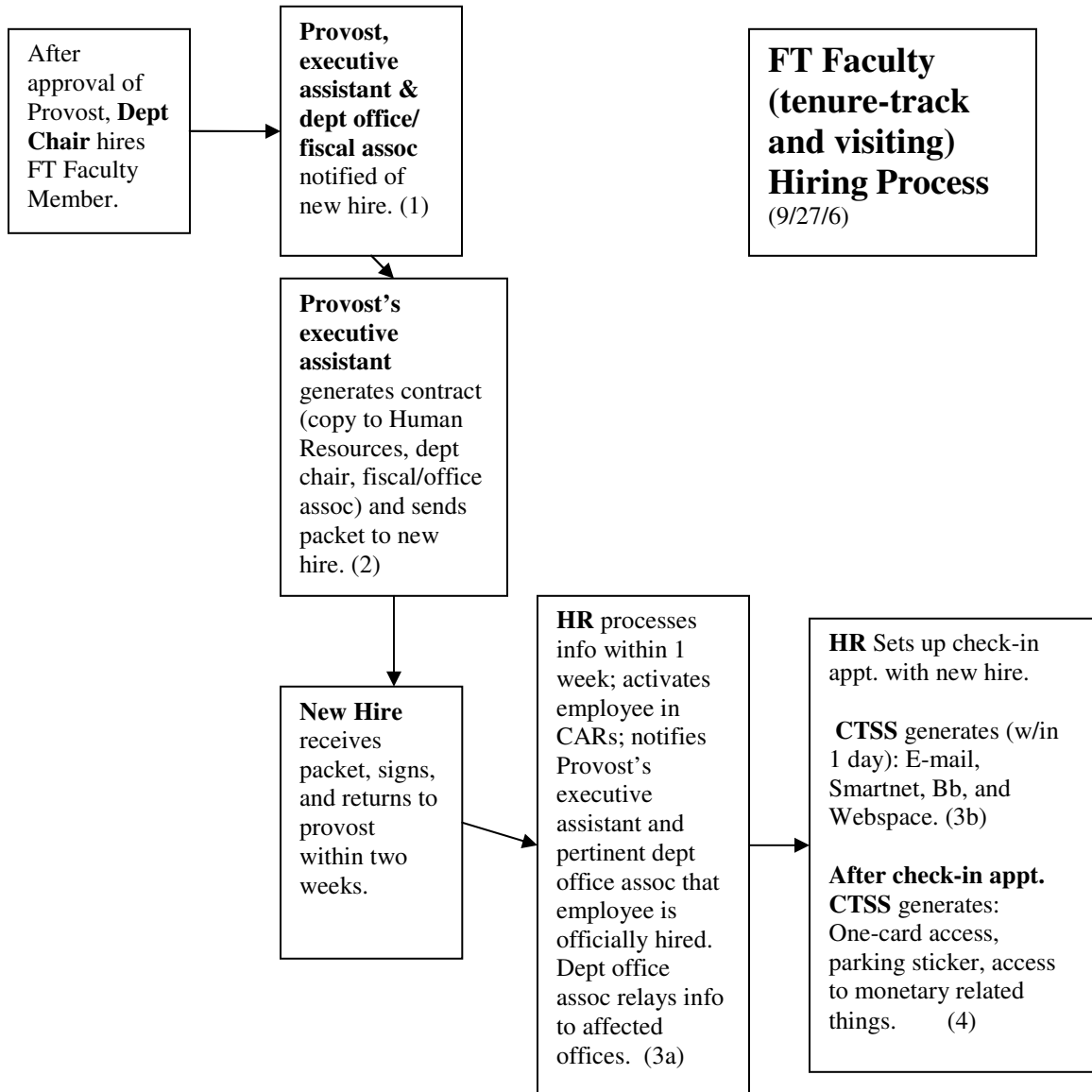
- Human Resources will enter and activate the employee in CARS.
- Email, SmartNet, Bb and Webspaces will all be created by CTSS.
- Temporary parking sticker will be issued.
- Limited access One-Card will be issued.
- Provost's executive assistant and/or dept office or fiscal associates will be notified.

(4) On August 1st or as soon after person arrives on campus and is placed on payroll:

- Permanent parking sticker will be issued.
- One-Card will be given all necessary access rights.

A log of all important dates and actions should be maintained by those involved in the process.

Attachment E: Faculty Hiring Procedures



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