

Office of the Vice President of Academic Affairs

To: Academic Deans & Chairs

From: Debra Sowell

Date: August 1, 2011

Re: Required Documentation for all new hires.

In order to maintain complete faculty files and *before* initiating faculty interviews, the following original documents need to be in my office.

Full-Time Regular

- Request for Appointment
- Current ORU Faculty Application
- Resume or Vita
- Faculty Appointment Evaluation forms
- Spiritual-Fit Q&A
- Signed Disclosure & Authorization Form (Background Check)
- Official College Transcripts
- Three Inside Letters of Reference
- Three Outside Letters of Reference

Part-Time Adjuncts

- Request for Appointment
- Current ORU Faculty Application
- Official College Transcripts
- Resume or Vita
- Signed Disclosure & Authorization Form

Personnel Forms (to accompany signed contract)

- W4 Form for Payroll
- Payroll Direct Deposit and a Voided Check
- I-9 (Bring necessary ID)
- Drug Free Workplace Policy
- Honor Code
- Computer Usage
- Conflict of Interest Disclosure Statement
- Confidentiality Agreement
- FERPA Acknowledgement
- Employee-Vendor Ethics Acknowledgement
- Moving Expense Reimbursement Agreement (if applicable)