

New Academic Hire Packet

- ☐ LL (Non-Instructional Adjunct) ☐ LL (Instructional Lecturer)
☐ AP ☐ FA ☐ LE (Full-Time Lecturer) ☐ VF (Visiting Faculty)

Name

Department

Department Address

Department Phone

DH/SD Signature

Home Org# / Start Date

For each employee, the following *original* documents should be sent to Academic HR:

- ☐ Application (Complete only if hiring Non-Instructional, otherwise attach NEOGOV application)
- ☐ Vita/Resume
- ☐ Original Transcripts for highest degree earned
 - ☐ Check if degree was awarded by EMU
- ☐ Demographic Sheet
- ☐ I-9 (Federal law requires that this must be completed within first 3 days of employment to avoid fines that can be issued)
- ☐ Offer Letter
- ☐ PAF (Complete only if hiring for a Non-Instructional appt)
- ☐ MPSERS Verification (Please sign and date even if you did not participate)
- ☐ Questionnaire for Non-Michigan Residents

If you have any questions, please contact Academic Human Resources (AHR) at 7-0076.

Thank you