

Regent University Human Resources Dept. Adjunct Employee Checklist

All items below are required for a New Adjunct package.
Please provide Human Resources a complete package when hiring a new Adjunct.

Employment Status

Adjunct is a new employee to Regent: () No () Yes
 Adjunct previously worked for Regent: () No () Yes, what year? _____
 School/Dept worked in: _____
 Current Adjunct with Regent OR Current Faculty/Staff Employee: _____
 School/Dept Adjunct is currently employed: _____

Employee Name: _____ Contract Start Date: ____/____/____

School (Circle): Com /Arts GLE Education Psych/Coun
 Divinity Law Undergrad Government

File Order

1. NEW EMPLOYEE FORM / POSITION CHANGE FORM _____
(Original and one copy)
2. ADJUNCT ORIGINAL CONTRACT _____
(Original and one copy)
3. FACULTY APPLICATION _____
4. SIGNED STATEMENT OF FAITH _____
5. ACCEPTABLE USE POLICY FORM _____
6. TAX FORM - FEDERAL _____
7. TAX FORM - VIRGINIA STATE _____
8. DIRECT DEPOSIT FORM _____
9. FORM I-9 _____
10. RESUME OR CURRICULUM VITA _____
11. OFFICIAL TRANSCRIPTS _____
 *All transcripts are required to be scanned. Have transcripts for this Adjunct
 been scanned by your school prior to forwarding this package to Human
 Resources? YES _____ NO _____
12. FACULTY ROSTER (If provided) _____

ADJUNCT CONTRACT ROUTING: SCHOOL DEAN: _____; SCHOOL ADMIN: _____;
 ADJUNCT FOR SIGNATURE: _____; SCHOOL ADMIN: _____; VPAA: _____; HR: _____