

Regent University Human Resources Department

Full-/Part-Time Regular

Faculty File Checklist

Employment Status

Faculty member is a new employee to Regent: () No () Yes

Faculty member previously worked for Regent: () No () Yes, what year? _____ School/Dept worked in: _____

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

School (Circle): Com/Arts GLE Education Psych/Coun

Divinity Law Undergrad Government

Background Investigation Completed: Yes _____ No _____

File Order

1. NEW EMPLOYEE FORM / POSITION/PAY CHANGE FORM (Original and one copy) _____
2. FACULTY CONTRACT _____
3. FACULTY APPLICATION _____
4. SIGNED STATEMENT OF FAITH _____
5. ACCEPTABLE USE POLICY AGREEMENT _____
6. PERFORMANCE EVALUATIONS (if any) _____
7. RESUME OR CURRICULUM VITAE _____
8. OFFICIAL TRANSCRIPTS: _____
*All transcripts are required to be scanned. Have transcripts for this faculty member been scanned by your school prior to forwarding this package to Human Resources?
YES _____ NO _____
9. FORM I-9 (Filed Separately in HR) _____
10. TAX FORM – FEDERAL _____
11. TAX FORM – VIRGINIA STATE _____
12. DIRECT DEPOSIT FORM _____