

Office of Faculty Affairs

New Adjunct Faculty Hiring Check List

The Office of Faculty Affairs must receive the following information to avoid disruption in adjunct faculty access to Blackboard, payroll processing, and email account activation.

- Workflow** (*Departments submit Workflow*)
- Notification and Release Form** for Background Check - Successful background check results must be returned before faculty can begin working (electronic submission is acceptable; this is a legal requirement and must be conducted annually)
- Personnel Profile Form** - Required annually (electronic submission is acceptable)
- WSSU Application** (online) All temporary employees, including students, are required to have a **CURRENT** online application with WSSU. If you have not completed an online application, Go to <https://jobs.wssu.edu>, create a user ID and password, and complete an application. You do not need to attach your application to a position in order to create one. Any time you need to revise your application, just logon and edit your application. You do not need to create a new user name or a new application. If you need assistance logging on, please contact Faculty Affairs at 336-750-8771
- Letter of Interest**
- Curriculum Vitae**
- 3 Letters of Recommendation**
 - 1. _____
 - 2. _____
 - 3. _____
- Official Transcripts** - Master's Degree/ Minimum of 18 semester hours in the discipline required
 - 1. _____
 - 2. _____
 - 3. _____
 - 4. _____

NOTE: If applicant does not have the minimum requirements, justification must be made in writing.

The following documents must be completed and delivered to Faculty Affairs, 102 Blair Hall with documentation (electronic submission is not acceptable)

- I-9 Eligibility Verification Form & Documentation Required within the first 3 days of employment.** (Please refer to the last page of the **I-9 form** for approved documents)
- Other** - Visa (foreign national documentation, including transcript verification)

The following documents must be completed and delivered in person to the *Payroll Office, 114 Eller Hall* (electronic submission is not acceptable)

- 2014 NC-4 Form or 2014 NC-4 EZ Form** (Only complete **one** NC-4 form. It is your choice which one)
- 2014 W-4 Form**
- Direct Deposit Form with Voided Check**