CHECKLIST - FACULTY EMPLOYEES

Employee Name: _____ **SAM ID:** _____

Hiring Department: _____ **Faculty Title:** _____ **Hire Date:** _____

NOTE: Please complete **only** the section that is applicable to the type of faculty EPAF you are processing (New Faculty, Staff Teaching Overloads, or Transfer to New Title), and submit this page along with the required documents to Academic Affairs.
All documents must be submitted for EPAF approval

NEW FACULTY
(or returning faculty after an academic year break in service)

HUMAN RESOURCES DOCUMENTS – These should be sent directly to Human Resources.

___ **Criminal Background Check** request is submitted and results have been received from HR. Reference Human Resources Policy HR-19.

___ **Social Security Card** must be provided by the employee at HR New Employee Orientation.

___ **Employee Statistical Data Sheet** is completed and *emailed to* **employment@shsu.edu** with **"New Hire Faculty"** in the subject line.

___ **HR New Employee Orientation Attendance** requirement has been conveyed to the employee. They must attend a **Human Resources New Employee Orientation** session before the beginning of the semester or visit the HR office (appointment required).

___ **U.S. Selective Service Registration** *is required, proof must be attached and forwarded to Human Resources.*
It is required that male applicants, age 18 to 25, present proof of registration at the time of the job offer. You can find more information about U.S. Selective Service Registration here.

___ **Electronic Personnel Action Form (EPAF)** is submitted.

ACADEMIC AFFAIRS PRE-APPROVAL DOCUMENTS – This is done simultaneously with the criminal background check.

These should be routed through the Dean's office and sent to facultyrecords@shsu.edu along with Sam ID for early activation purposes.

Faculty Credential Review Form
Letter from Chair/Dean (draft)
Vitae/Resume
Official Transcripts for all degrees (can be unofficial for pre-approval).
Moving Expense Reimbursement form is submitted to AA Budget Director.

ACADEMIC AFFAIRS DOCUMENTS – This portion is completed once employee has accepted the offer.
Online employment application is completed through PeopleAdmin – *copy provided.*
Official Transcripts for all degrees
Acceptance Letter is forwarded to Academic Affairs upon receipt; it is not necessary to hold the packet for this.
English Language Proficiency Form
Three (3) Recommendation Letters
Graduate Faculty Status Form is completed and sent through proper approvals, if applicable.

STAFF TEACHING OVERLOADS	TRANSFER TO NEW TITLE
(Staff who are teaching for the first time)	**From Lecturer-Pool, Clinical, Visiting, Newly Retired, etc.** **(with no long semester break in service)**
___ **Faculty Application** – first time teaching only	___ **Online employment application** is completed through PeopleAdmin – *copy provided*.
___ **Faculty Credential Review Form**	___ **Faculty Credential Review Form**
___ **Letter from Chair/Dean**	___ **Letter from Chair/Dean**
___ **Vitae/Resume**	___ **Updated Vitae/Resume** showing SHSU Service
___ **English Language Proficiency Form**	___ **Updated Official Transcript** if additional degrees are earned since initial employment.
___ **Three (3) Recommendation Letters**	
___ **Official Transcripts** for all degrees	

SHSU Faculty Processing Reminders and Helpful Hints

Returning Faculty – Reappointments (Lecturer-Pool, Staff who are teaching)	No long semester break in service. Need Letter from Chair/Dean– routed through Academic Affairs
Early Retirees	Early Retirement Agreement will be generated by Academic Affairs. EPAF to set them up as ER (HIRE46), keep their faculty title and position # (Call HR for correct Employee Type/Class) HR will contact Retiree about necessary HR paperwork.
Salary Calculation for EPAF	Annual Salary: monthly rate x 9 months x FTE = $_____. Actual Salary: monthly rate x # of months to be paid x FTE = $_____.
International Faculty	EPAF queue must include • International Programs • Tax Specialist Cannot work past expiration date on I-20 • Must complete and submit Separation EPAF • Faculty – TERM02
Grant Funded Positions	EPAF queue must include Research Administration & PI for grant fund
EPAFs for creating online classes	EPAF queue must include William Lee Angrove

EPAF Query Dates of Importance

Semester	Query Date	Semester Begin Date	Semester End Date
Fall	09/01	09/01	01/15
Spring	01/16	01/16	05/31
Summer I – only	06/01	06/01	07/15
Summer II – only	07/16	07/16	08/31
Summer I and Summer II	06/01	06/01	08/31

How to calculate and example of hours per pay, hours per pay and FTE

- 86.67 x FTE = Hours Per Pay = (86.67 x .75 = 65.00)

- 8 x FTE = Hours Per Day = (8 x .75 = 6)

- Hours per day divided by 8 = FTE = (6 divided by 8 = .75)

- Hours per day divided by 86.67 = FTE = (65.00 divided by 86.67 = .7499 = round up to .75)

Department Copy