

Faculty New Hire Checklist

Employee Name:	_____
Title:	_____
Social Security No.:	_____
Department:	_____
Supervisor (Name, SS# & Phone #):	_____
Position No.:	_____
Start Date:	_____
Salary:	_____
Check Code:	_____
Dept. No:	_____
Acct. No(s).:	_____

- Original Offer Letter with New Hire's Signature of Acceptance and Non Compete Agreement (if applicable)
- PAS-35 Form (Recruitment Activity Summary Form) <http://www.miami.edu/human-resources/PAS35-2.dot>
- DF-15 indicating departmental faculty vote and recommendation of chair
 - * For appointments of Associate Professor or Professor, please contact our office
- Curriculum Vitae (UM format)
- PDF (Personal Data Form) <https://www6.miami.edu/hr-forms/PDF.pdf>
- Copy of the valid unrestricted Florida Medical License (if applicable) <http://ww2.doh.state.fl.us/irm00praes/praslist.asp>
- Official Transcripts
- W-4 Tax Form <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- [Direct Deposit](#)
- Proof of Age Form (including copies of supporting documentation) <http://www.miami.edu/benefits/pdf/proofofage.pdf>
- [Beneficiary Form](#)
- [Designation of Beneficiary Form](#)
- [Patent & Copyright Policy Agreement](#)
- EH&S Mandatory Training Checklist <https://www6.miami.edu/health-safety/06EHStrainingchecklist.pdf>
- Sexual Harassment See Faculty Manual, pages 80-86, http://www.miami.edu/UMH/CDA/UMH_Main/0,1770,2460-1;2998-3,00.html
- [Drug-Free Workplace Policies and Acknowledgement](#)
- Confidentiality and Acceptable Computer Use Agreement Form: completion date: _____
- HIPAA Acknowledgement Form: completion date: _____
- Copy of Social Security Card
- Original I-9 Form (completed by the faculty member at Office of Faculty Affairs, Suite J)
 - Faculty member needs to bring acceptable original document(s): <https://www6.miami.edu/hr-forms/AcceptableI-9Docs.pdf>

For Faculty Affairs Use Only:

- Approved PAS-34