

**EXAMPLE - New Hire Checklist**(after first-time adjunct hires, the EPAF process is used)

**Candidate Name: **

**Department: **

**Course Assignments: **

1. Have all **official transcripts** been received by UNA? YES  NO
2. Has an **Adjunct Online Form or Hiring Proposal** been prepared?  YES  NO
3. Graduate Faculty? (attach application)  YES  NO
4. Does applicant hold a **terminal degree** in teaching field?

**YES,** candidate **does** hold a terminal degree in the teaching field, list degree information (degree title, year obtained, university obtained from):

**NO,** candidate **does not** hold a terminal degree in the teaching field:

List the highest degree held and 18 hrs. of graduate coursework in teaching discipline:

(1) The entry of graduate coursework should begin with the wording “Graduate coursework in teaching field:” – only the G is capitalized, followed by a colon, and the use of “field” should be used and not “discipline.”

(2) The formatting should be alphabetical, then numerical; separate each by comma, semi-colon, period at the end – in the example below, please note that the HEA courses were listed first in numerical order, followed by the PRS courses in numerical order. A comma followed the course number, a semi-colon followed the course credit, and a period was placed at the end.)

M.Pr.S in Higher Education Administration, University of North Alabama, 2020

Graduate coursework in teaching field: HEA 605, Student Dev Theory (3); HEA 619, Diversity in HEA (3); PRS 605, Prof Ethics/Multicult World (3); PRS 607, Leadership, Neg & Conflict Mgt (3); PRS 609, Orgs, Institutions, & Change (3); PRS 611, Globalization & Society (3).

List additional qualifications/certifications (attach documentation as necessary):

[the wording that should be used is Other Qualifications: (followed by a colon and **not** the use of the word Additional Qualifications)

Other Qualifications:

1. Has an **adjunct letter** been prepared? (*for Dean’s Office only*)  YES  NO  N/A
2. CIP Code of **Highest Degree** only: ****

By signing below I approve the degree(s)/coursework/additional qualifications noted above as appropriate credentials for this individual to be teacher of record for the above listed courses.

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_