

**ACADEMIC AFFAIRS OFFICE
CONTRACT PREPARATION FORM and CHECKLIST**

To be used in preparation of all contracts except adjunct letters and semester-based single term contracts

Name: _____ ID: _____ Title: _____

Address: _____ City: _____ State: ____ Zip Code: _____

New Hire ____ Continuation ____ Supersedes ____ Regular ____ Temporary ____ Funds Available ____

Contract Start Date _____ Job Code _____

Faculty 9 mo ____ Faculty 12 mo ____ Law SSF ____ Professional Staff ____ Letter of Appt ____

Salary Amount: 9 mo \$ _____ / 10 mo \$ _____ / Annual \$ _____ OR \$ _____ Hourly Rate

Stipend Amount if applicable \$ _____ PAYROLL ACCOUNT CODE(s) and % _____

CONTRACT CHECKLIST: (**Bi-weekly** is used for hourly staff – paid every 2 weeks; **Semi-monthly** is used for salaried staff - paid 2 times per month)

1. Chair Recommendation, PRC Recommendation to Chair (as appropriate), and Dean memo to Provost
2. Signed Letter of Intent (Faculty positions only)
3. Personnel Action Worksheet (PAW) (effective date equals 1st day of employment) signed by Liaison
4. Current curriculum vitae or resume
5. 3 Reference Letters/Contact Notes for Full-time; 2 for Part-time
6. Affirmative Action Form approved by AAO OR Waiver Memo from AAO
7. Email from HR COMPENSATION staff WITH AAO approval response (staff only)
8. HR Official Job Description
9. Personnel Data Worksheet (PDW)
10. Transcript showing degree earned or other acceptable proof of degree
11. CONTRACT is printed on PROVOST LETTERHEAD; Has correct Provost signature line
12. Invitation to Self-Identify for Disabled Persons and Veterans (blank form)
13. Budget Transfer(s) included (Perm and Temp dollars as necessary)
 - Perm dollars in position must equal salary amount; use proration worksheet for hourly staff
 - Temp dollars in position must equal salary amount or pro-rated amount if applicable

ALLOW AT LEAST 2 WEEKS FOR PROCESSING BEFORE ALLOWING EMPLOYEE TO START

Contract Prepared By: _____ Date submitted to Academic Affairs: _____