

9. CONTRACT PACKET

1. General Comments
2. Contract Preparation Form
3. Employment Eligibility Verification (I-9 Form)
4. Social Security Form
5. Personnel Action Worksheet
6. Personal Data Worksheet

CONTRACT PACKAGE: GENERAL COMMENTS

Several documents/information are needed before the Dean's Office can process a contract (please do not send the documents piecemeal - wait until the entire package is complete). These documents are to be submitted with a complete Contract Preparation Form .

Letter of recommendation from the Department Chair – School Director to the Dean specifying rank, tenure status, salary amount, and rationale for hiring this particular person for this particular position at this time.

Letter of recommendation from the Departmental faculty to the Chair/Director, specifying appointment, rank, tenure status and date of decision, and salary range.

Letter from the Departmental Peer Review Committee if the appointment includes the granting of tenure. The Departmental PRC will also have to include a letter if the appointment involves a higher rank (e.g., someone who is currently an Assistant but the appointment is being made at the Associate level or an Associate being appointed at the Professor rank). The PRC does not need to provide its recommendation for a first-time appointment at the Assistant level. The College Peer Review Committee also needs to make a recommendation on any appointment involving tenure/change in rank.

Candidate's current *curriculum vitae*; social security number; current home address.

Three or more current letters (original letters, not copies) of reference for the candidate.

Verification of highest earned degree.

Statement Concerning Job Not Covered by Social Security.

The original signed/dated Letter of Intent (and the original signed / dated prior credit form if relevant).

Complete Affirmative Action Form with final Affirmative Action signature.

Completed "Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization"

Visa requirements, if necessary.

Completed Employment Eligibility Form (I-9) with documentation (if available; if not, a statement to the effect that one will be processed when the individual arrives in Cleveland). The I-9 Form is an absolute necessity before the individual can enter a classroom and/or receive any salary payments. Please note that the I-9 form should not be processed before an offer is made (the Letter of Intent is the offer of employment) – do not have the interviewees fill out the form during the interview stage).

Completed Personnel Action Worksheet.

Completed Personal Data Worksheet: this requires the signature of the new hire and can be completed when the person arrives on campus.

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

CONTRACT PREPARATION FORM

A. THIS SECTION TO BE COMPLETED FOR ALL CONTRACT REQUESTS:

Please print or type

Name: _____ P.S. ID # _____

Title: _____ Home Address: _____

City: _____ State: _____ Zip Code: _____

Salary: F/T Annual Salary _____ or P/T Hourly Rate _____ **AND** Amt. Not to Exceed _____

Position No.: _____ Job Class No.: _____ Salary Grade: _____ People Soft Code: _____

Check One: New Hire Re-hire Continuation Start Date: _____ End Date: _____

B. PLEASE COMPLETE AND SUBMIT THE FOLLOWING ITEMS, AS LISTED ON THE REVERSE SIDE, FOR THE APPROPRIATE TYPE OF CONTRACT:

1. Chair Recommendation to the Dean to include the following:
 - Reason for contract (i.e. filling a vacancy)
 - Salary recommendation and reasoning, indicating whether it's a 12, 10, or 9-month salary rate
 - Beginning and ending dates of contract
 - Job Class Number
2. Faculty Recommendation to Department Chair and, if applicable, PRC Recommendation to Chair (*Faculty only*)
3. Letter of Intent (*Full time only*)
4. Personnel Action Worksheet (PAW) (effective date equals 1st day of employment)
5. Current VITAE
6. Three (3) Letters of Reference (Full-Time); Two (2) Letters of Reference (Part-Time)
7. Verification of the highest academic degree
8. I-9 Form with documentation
9. Approved Affirmative Action Form OR Waiver Approval
10. Approval Memo from Maria Krasniansky regarding salary, grade, job class no. (**for staff positions only**)
11. Personnel Data Worksheet (PDW) – Must include social security number and birthdate.
12. Statement Concerning Your Employment in a Job Not Covered by Social Security
13. Declaration of Material Assistance (DMA) form

Contact person/person compiling contract package: _____ Ext.: _____