Required Forms for Transfers – Faculty Appointments

Temporary Employee > Faculty Appointment Full-Time

Required Forms/Information

☐ Academic Personnel Authorization Form (PROV101)
☐ Completion of Background Check (Confirmed by Provost Office)
☐ Copy of Signed Offer Letter (if applicable; obtain from employee)
☐ Copy of Vita (obtain from employee)
☐ Copy of Transcripts (obtain from employee)
☐ Faculty Tenure Agreement (if applicable)

Required Actions

1. The departing department submits an Assignment Termination EPAF (TERMJB)
2. If applicable, completion of Foreign National Tax Form. (See instructions for additional information.)
3. HR Records enters the record into Banner.