Required Forms for Transfers – Faculty Appointments

**Graduate Assistant/Student Employee > Faculty Appointment Part-Time**

**Required Forms/Information**

- Academic Personnel Authorization Form without Recruitment (PROV200)
- 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)

**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.