



Required Forms for New Hires

Regular Faculty Appointment (Part-Time)

Required Forms

- [Academic Personnel Authorization Form without Recruitment \(PROV200\)](#)
- [Personal Data Form](#) (PDF)
- [Alabama Department of Revenue Withholding Form \(A4\)](#)
- [Federal Withholding Allowance Certificate \(W-4\)](#)
- [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- Completion of Background Check (Confirmed by Provost Office)
- If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- Completion of Form I-9 and E-Verify (AU Access)
- Copy of Signed Offer Letter (if applicable. Obtain from employee)
- Copy of Vita (obtain from employee)
- Copy of Transcripts (obtain from employee)