

<i>Employee Name</i>	<i>Employee ID</i>
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Please attach this checklist to each appointment packet.
If you have questions or need further assistance, please contact the Office of Faculty Affairs at (408) 924-2450.

*ISA Appointments cannot exceed 20 hours per week.
TA Appointments can be appointed up to 40 hours per week.
GA Appointments cannot exceed 20 hours per week.*

New	Re-Appt.	Revised	Required Items:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ISA Employee Profile <input type="checkbox"/> TA Appointment Form <input type="checkbox"/> GA Appointment Form
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	N/A	CSU Employment Questionnaire
<input type="checkbox"/>	N/A	N/A	SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/>	N/A	N/A	Original Transcripts (Current SJSU PeopleSoft Print-out signed by Dept. Chair)
<input type="checkbox"/>	<input type="checkbox"/>	N/A	TA Fee Waiver with Registered Courses Print-out (Only for TA Appointments)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TA Description of Duties Form (Only for TA Appointments)

New	Re-Appt.	Revised	Required Items by Department:
<input type="checkbox"/>	<input type="checkbox"/>	N/A	E-Verification Card
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Class Schedule (SJSU PeopleSoft Print-out)

Important Reminders

Terms & Conditions due to the Office of Faculty Affairs no later than ten working days from the first day of the semester.

- Do not forward the packet until all the items on the checklist have been collected. Submitting an incomplete packet will result in a HOLD on the process and delay payments.
- ALL ORIGINAL documents will be placed in the PERSONNEL ACTION FILE kept in the Office of Faculty Affairs.

Comments

<i>Dept. Contact Person</i>	<i>Phone</i>
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