SJSU SAN JOSÉ STATE UNIVERSITY

Paid Visiting Faculty Appointment (One Year Only) Checklist

UNIVERSITY PERSONNEL - FACULTY | 408-924-2450 | ADMIN 218

Employee Name		*Employee ID*	

(Must have prior approval from Provost via Faculty Affairs in a Memo request)

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.

New	Revised	Required Items:		
☐	☐	Paid Visiting Faculty Appointment Form ***(ONE YEAR Only)***		
☐	N/A	Letter of Interest		
☐	N/A	CSU Employment Questionnaire		
☐	N/A	Reference and Background Check Release Form		
☐	N/A	SC-1 (Statement of Professional Preparation & Experience)		
☐	N/A	Person of Interest (POI) Form	Shred Date*:	
☐	N/A	Curriculum Vitae (CV)		
☐	N/A	New-Hire Accurate Background Submitted	Date Submitted:	
☐	N/A	Original Transcripts for Terminal Degree (E-transcripts acceptable)		
☐	N/A	Three (3) recent, confidential Letters of Recommendation**		

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.

***Shred after *Person of Interest* (POI) is completed**
****"Recent" meaning no later than one year.**
Letters of Recommendation are to be sent electronically or mailed directly from a University or official work email to College or Department.

Comments

Dept. Contact Person		*Phone*	