

CHECKLIST OF REQUIRED DOCUMENTATION FOR
Lurie / Marshall / Fulbright Visiting Faculty

NAME: _____

Please attach a copy of this checklist to each appointment packet. Additional copies of this form, as well as other University Personnel forms, may be downloaded from the [University Personnel Forms & Policies](#) page. If you have questions or need further assistance please contact University Personnel at (408) 924-2450.

REQUIRED ITEMS
<input type="checkbox"/> Employee Profile
<input type="checkbox"/> Letter of Interest / Application
<input type="checkbox"/> Employment Questionnaire
<input type="checkbox"/> SC-1 (Statement of Professional Preparation & Experience)
<input type="checkbox"/> Curriculum Vitae (CV)
<input type="checkbox"/> <ul style="list-style-type: none"> • Letter(s) of justification for special visiting appointment <i>OR</i> • Documentation of Lurie / Marshall / Fulbright appointment
<input type="checkbox"/> Dean's Appointment Letter

OPTIONAL ITEMS
<input type="checkbox"/> Copy of Transcripts for Terminal Degree
<input type="checkbox"/> Volunteer Form (if applicable)

- 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 University Personnel.

IMPORTANT REMINDER

New or returning faculty who have had a lapse in service of one year or more are required to complete UP sign-ins in order to receive a paycheck. Please direct employee to University Personnel (UP) which is located on the 3rd Floor of the University Police Department (UPD) building (E. San Salvador and S. 7th St.). University Personnel may be reached at 408-924-2250.

COMMENTS

_____ Phone _____

Departmental Contact Person

Phone

_____ Phone _____

Dean's Contact Person

Phone