

<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  
University Personnel at (408) 924-2450.

Note: **DS** = DocuSign

<b>New</b>	<b>Required Items:</b>
<input type="checkbox"/>	Employee Profile
<input type="checkbox"/>	Letter of Interest / Application
<input type="checkbox"/>	CSU Employment Questionnaire <i>(DS)</i>
<input type="checkbox"/>	SC-1 (Statement of Professional Preparation & Experience) <i>(DS)</i>
<input type="checkbox"/>	Curriculum Vitae (CV)
<input type="checkbox"/>	Letter(s) of justification for special visiting appointment <b>OR</b> Documentation of Lurie / Marshall / Fulbright appointment
<input type="checkbox"/>	Dean's Appointment Letter
<b>Optional Items:</b>	
<input type="checkbox"/>	Transcripts for Terminal Degree (E-transcripts acceptable)
<input type="checkbox"/>	Volunteer Form (if applicable)

### 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 University Personnel Department.
- 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 South (UP) which is located on the 3rd Floor of the University Police Department (UPD) building (E. San Salvador and S. 7th St.). UP may be reached at 408-924-2250.

### Comments

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