

**Required Documents
for
Non Salaried Fixed Term Appointments**

Non Salaried Fixed Term (for Research/Clinical/Adjunct)	1st Initial Appt	Successive Initial Appt	Appt to a Higher Rank	Initial Secondary (Joint) Appt	Successive Secondary (Joint) Appt
Standard Order: Attach to EPAWeb Action					
AP-2	◆		◆	◆	
AP-2a	◆				
Full Curriculum Vitae	◆		◆	◆	
Recommendation letter from the Dean to the EVC&P or from Chair/Division Head to the Dean outlining duties and responsibilities.	◆	◆	◆	◆	◆
School/Department report (<i>if applicable</i>)	◆	◆	◆	◆	◆
Contract letter from dept. to employee	◆	◆	◆	◆	◆
Recommendation for Joint Appt (<i>if applicable</i>)				◆	
Criminal Conviction Check Authorization [Appointee should send from in sealed envelope marked "confidential" to the appropriate Dean's Office]	◆				
DOCUMENTS NOT REQUIRED FOR EPAWeb ACTIONS					
I-9 Form with approved EEV verification (<i>to EEV Coordinators in HR Workforce Planning & Compensation</i>)*	◆				
Tax Cards (<i>send directly to Payroll</i>)*	◆				
Payroll Direct Deposit Form (<i>send directly to Payroll</i>)*	◆				
OP-1 (<i>keep in dept office</i>)	◆				

Updated 0827/09

*Not required if faculty member will never be compensated.