

**Grad to Adjunct Hire**

NAME: \_\_\_\_\_  
DEPT: \_\_\_\_\_

- \_\_\_\_\_ Adjunct Hiring Checklist
- \_\_\_\_\_ \*Adjunct Faculty Agreement (*ePAF #*)  
(*Chair or Director sign*)
- \_\_\_\_\_ \*Applicant Affirmation Form
- \_\_\_\_\_ \*Confidentiality Agreement
- \_\_\_\_\_ \*Employee Acknowledgment
- \_\_\_\_\_ Disclosure & Release of Info. Form
- \_\_\_\_\_ E-mail results (*initialed by the Chair/Director*)
- \_\_\_\_\_ Current Resume
- \_\_\_\_\_ Telephone Reference Check Form  
(w/1 letter if applicable)  
AA20 (*Dr. Frederick will sign*)  
(Chair/Director initial by signature line)
- \_\_\_\_\_ AA20a (*and AA20b if applicable*)
- \_\_\_\_\_ Official Transcripts (*stamped official*)

\* Paperclip to front of binder  
Checklist on top of first tab  
Other documents under pre-employment tab  
**Note:** No binder is needed, but send proper label  
for old Grad binder.

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