

Credentials needed for Recommendation for Employment of EPA Faculty/Teaching Positions

Items 1 -8 should accompany the:

- Recommendation for Employment of Faculty/EPA Non-Faculty form
Recommendation Form - Faculty/Graduate Assistant
- Candidate Search Selection Summary (new faculty)
- Online employment system (PeopleAdmin) application with original signature
Fayetteville State University Job Site
- Official transcripts from colleges/universities listed on application
- Credential Review Form FSU Credential Review Form
- Three (3) letters of recommendation with original signatures
- Current vitae
- Three (3) telephone reference check forms: Complete Attachment A of the
Employment Background Check Policy .
****The inappropriate conduct statement must be asked of the **current/last supervisor** and response recorded within telephone reference check material.
- Photocopy of Visa documentation (if applicable) Also contact Legal Affairs for Visa approval

**Forward all completed forms and credentials listed above
to Human Resources EPA Contract Office**

- **Employment Background Check:**
Background Check (Mandatory 7/1/2007): Complete Attachment B & C of the
Employment Background Check Policy . **Submit to the Office of Legal Affairs**
after approval of appropriate Vice Chancellor by initialing the top right corner of
the form.

****FOR NEW PERMANENT FACULTY, AN OFFER LETTER MAY BE ISSUED WITH PENDING
CREDENTIALS****

**THE CONTRACT WILL BE ISSUED ONCE ALL CREDENTIALS ARE SUBMITTED AND
RECOMMENDATION AND BACKGROUND CHECKS ARE APPROVED.**

Name _____

Rank _____

Hire Date _____