Faculty Associate Paperwork Checklist

Employee’s Name: _____________________________________

☐ Personnel Action Form
  ○ PERS 900 for new employees
  ○ PERS 910 for returning employees

☐ VITA Sheet (PERS 150)

☐ I-9, Employment Eligibility Form

☐ Affirmative Action Paperwork
  ○ PERS 931 Affirmative Action Search paperwork
   (if probationary/tenure Faculty Associate)
  ○ PERS 930 Waiver from Affirmative Action Search
   (if non-continuing Faculty Associate)

☐ Illinois Teaching Certificate

☐ Official Transcripts

☐ Offer Letter

☐ PERS 903, Address Information form

☐ PERS 944, Campus Security Act Conviction Information Request form

☐ Fingerprinting Memo

☐ TB Test Results (may be completed up to 90 days after begin date)

☐ CANTS 22 DCFS Mandated Reporter form

☐ SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security