

North Carolina A&T State University – Division of Human Resources

PD-431 EHRA Promotion/New Hire Checklist

SECTION I: SCHOOL / COLLEGE / DIVISION INFORMATION

School / College / Division	Dept. Name	Contact Name	Contact Phone	Contact E-Mail

SECTION II: NEW HIRE INFORMATION

Last Name	First Name	MI	Position Title / Rank	Effective Date of Appt. *

SECTION III: VALIDATION OF ITEMS ATTACHED

All EHRA Employees

- Completed EHRA Internal Salary Authorization Form for Part-time faculty and non-state funded positions
- Hiring Proposal printout for state funded permanent positions
- Official transcripts for all degrees: Bachelor's Master's Other ** Doctorate
- Copy of Resume / CV (**May not be substituted in lieu of a completed EHRA Application for Employment**)
- EHRA Application for Employment (**Printed PeopleAdmin online application**)
- Three (3) letters of recommendation (**Not required for internal permanent employees of NCA&TSU**)
- Copy of the signed appointment letter
- Signed EHRA Terms and Conditions of Employment Form
- Memorandum from Human Resources indicating the Criminal Convictions Check has been completed

* **EFFECTIVE DATE** for new permanent employment of EHRA non-faculty, or new faculty not starting on regularly scheduled Faculty Orientation dates requires the delivery of the new hire packet to Human Resources five business days in advance of the new employee start date. New employees are required to start on scheduled Human Resources Benefits Orientation dates.

** **NOTE:** All faculty teaching courses at the doctoral degree level must hold an earned doctoral degree in the teaching discipline or a related discipline as required by SACS standards.

EHRA Permanent and Temporary Faculty Employees Only – Required Additional Documents

Letter of recommendation from Dean to Provost and Vice Chancellor for Academic Affairs
[Faculty Credential and Qualification Form](#)***

*****NOTE:** Required by SACS standards for faculty teaching credit courses leading toward a baccalaureate degree.

SECTION IV: SIGNATURES

Hiring Supervisor / Chair:	Print:	Sign:	Date:
Dean / Director / Dept. Head:	Print:	Sign:	Date: