1. Please refer to the appropriate checklist for faculty appointments and ensure that all **required documentation** is uploaded to your EPAF before submitting.

2. **Label your attachments** as follows:
   a. Curriculum Vitae
   b. Letters of recommendation
   c. Chairperson’s recommendation
   d. Dean’s recommendation
   e. Offer letter to applicant
   f. Signed letter of acceptance
   g. Clear to hire
   h. Transcript for Last Degree earned

3. Please make sure that you have **the correct job code** for the proposed rank.
   a. For unpaid faculty you will need to set them up as non-employee job code 6001 and then in the faculty data page add their rank and track.

4. Please make sure that the faculty **tenure data page has the correct faculty track and rank**
   a. Tenure track hires without tenure should have “non-tenure on track”

5. Make sure that **ORG ID information on all screens is correct**
   a. DEPT Id (screen 1) should be org ID for department initiating EPAF
   b. TENURE HOME ORG ID should match or roll up to DEPT ID in section 1
   c. If this is a joint (concurrent) hire – HOME DEPT ORG ID should reflect primary appointment

6. **Chair’s letter should list the correct rank and track** (must match tenure data information and be signed by the Chair). The Dean also signs this letter.

7. **Education information must be complete and match what is listed on the CV**
   a. School codes must be added – if you cannot find the school code go to the magnifying glass and in the description put contains. You need to be in ALL CAPS to look for school codes. The country also needs to be entered

8. Paid Faculty with must have **a signed and accepted offer** letter attached to the EFORM (regardless of track or rank)
   a. Rank on offer letter must match rank on EFORM – if there has been a change in rank since offer please draft an addendum to offer and have candidate sign addendum.
9. Faculty with a .75 or higher FTE must have a clear to hire memo from HR.

10. Please make sure that you have listed the department faculty vote information in the comments field.

11. If there is anything unique about your EFORM request please note this very clearly in the comments field.