



CHECKLIST EMERGENCY NEW HIRE - LECTURER ACADEMIC AFFAIRS

Emergency Hire Request for Semester: _____

This document packet should contain the following items:

- Dean's Memo: with justification for the emergency hire
- NOE: Notice of Employment

Required HR Forms:

- Faculty Credential Review Form - Academic or WorkForce
- Primary Spoken/Written Form
- STC Employment Application Packet
- Reference Check Forms: Minimum of 3 reference checks are required

(One must be from a supervisor)

Forms, Guidelines, Procedures, and the Faculty Hiring Manual can be found at the Office of Human Resources webpage.