



SOUTH TEXAS
COLLEGE

CHECKLIST

NEW HIRE- DUAL CREDIT

ACADEMIC AFFAIRS

Name:

A#:

Semester:

This document packet should contain the following items:

Required HR and OVPAA Forms:

Intent to Hire Form

N/A

***NOE - Submitted by Dual Credit department for all new hires.**

Assignments will be processed via FLAC after one semester.

Attached

Required Hiring Forms:

STC Employment Application Packet

Transcripts

Primary Spoken/Written Form

Faculty Credential Review Form - Academic or WorkForce

Background Authorization and Release Consent Form, & DPS Computerized History (CCH) Verification Form (Required with any gap of STC Employment over 6 months)

Dual Credit Review: _____

_____ Division Review Initials

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