

College of Liberal Arts and Sciences

Checklist for New Faculty Appointment

Name: _____

Department: _____

UF ID: _____

Title: _____

Requirements for Processing

- Letter of Offer
- 3 letters of recommendation (advertised faculty positions OR
Letter of transmittal and waiver letter signed by Vice Provost for Faculty Affairs
(non-advertised positions))
- 270- Form - [Academic Staff Biographical Information Sheet](#)
- CV
- [Degree Verification](#)
- [W-4](#)
- [Foreign National Tax Information Form](#) – Submit Original and 1 copy
 - Windstar form
 - I-94
 - I-AP-66
- [I-9 Employment Eligibility Verification](#)
- Copy of Social Security Card
- HR 50 Form - [Four in One Form](#)
- UB 100 Form - [Benefits Acknowledgement Form](#)
- [Retirement Plan Statement](#)
- [Disclosure of Outside Activities and Financial Interests](#) – if applicable
- [Direct Deposit](#) Authorization Form
- [Sexual Harassment Workshop](#) Notification
- Approved [Nepotism Letter](#) – if applicable

Foreign Nationals Documentation Requirement

- Copy of Passport and copy front and back of

Permanent Resident	H-1 Visa	J-1 Visa	F-1
2 copies of green card or applicable stamp on passport	Copy of I-797	Copy of DS 2019	Copy of I-20
	Labor Condition Application (LCA)		