

New Part-Time Instructor Checklist

Full Legal Name: _____ Preferred Name: _____

DSU Banner ID: _____ Date: _____

Year and Semester Part-Time Instructor will teach: 20____ for Fall / Spring / Summer

Is new Part-Time Instructor a current DSU Employee? Yes No

- If *yes*, which Department? _____
 - How many workload factors? _____
- If *no*, complete the rest of this form

EMPLOYMENT DOCUMENTS

- Complete on ONLINE at DSU>>Human Resources>> [Part-Time Instructor Employment Forms](#)

- DSU Application and Application Record
- Form I-9: Employment Eligibility Verification - Confirmation # _____

- Complete & Submit forms in the Human Resources office

- Professional Resume (New/Updated)
- Background Check Authorization Form
- DSU Direct Deposit
- Form W-4: Federal & State Tax Deduction Form filled
- Statement of Acknowledgement - Minors on Campus / Professional Boundaries Acknowledgement (Policy 150/302)
- Original Transcripts:
 - Included with this packet
 - Date Ordered _____
 - Send Transcripts to Human Resources Dept., ATTN: Part-Time Instructor Records
- Department Assigned _____

DISCLOSURES & ONLINE TRAINING

- Health Care Act notice
- SafeColleges Training (email notice will be sent once position is setup)

TO BE COMPLETED BY DEPARTMENT

- Enter into SIAINST (Faculty/ Advisor Information Screen)
- DSU Email Address (Email account and Canvas Access will be activated when the new part-time instructor is added to a course in Banner)
 - Preferred First Name for email address: _____