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
  □ Online I-9 form: 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 Acknowledgment - Minors on Campus / Professional Boundaries Acknowledgment (Policy 150/302)
  □ Original Transcripts: Send Transcripts to Human Resources Dept., ATTN: Part-Time Instructor Records
    o Included with this packet
    o Date Ordered_________________
  □ Department Assigned ________________________________

DISCLOSURES & ONLINE TRAINING
□ Health Care Act notice
□ SafeColleges Training (email notice will be sent once position is setup)

Once the above items are complete, the hiring department completes the following:
□ 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)
  o Preferred First Name for email address: ____________________________

Revised: June 2019