


New Adjunct Faculty Checklist

ITEM	TIME FRAME	INSTRUCTIONS / INFORMATION	CONTACT	
Transcripts	Immediately after receiving confirmation of appointment	A transcript reflecting your highest degree is required prior to the start of your assignment. You have the option to provide authorization for the University to pull your degree verification from a third-party or you can request an original transcript be sent to your department directly. You can check which option you choose on the Faculty Information Form (FIF). When completing the FIF, initial your choice under the Education Background section. NOTE: This is not applicable to degrees earned at International Institutions.	Department in which you will be teaching	
Faculty Information Form (FIF)	Return as soon as possible	The information on this form will be used to create your SLU username, e-mail, and employee account in SLU's Banner Portal. Be sure to complete the form in its entirety, especially the personal e-mail address , which will be used to send the criminal background screening email to and to send you a Welcome E-Mail with your new SLU account information. The form can be found on the Office of the Provost's Website under Faculty Affairs, New Faculty Website or by clicking here: ..Faculty Information Form.pdf	Return form to your specific department	
Criminal Background Check	Immediately after receiving confirmation of appointment	All new employees, and those who have had a break in service at the University greater than eighteen months, are required to complete the criminal background screening <i>prior</i> to beginning work. An email from Saint Louis University-Faculty will be sent to the personal email address (provided on the FIF) providing instructions to complete the background screening questionnaire. Please complete this questionnaire as soon as possible to complete the process. Note: Your Memorandum of Agreement will not be approved until this has been completed.	Brandon McCoy Coordinator Faculty Affairs brandon.mccoy@slu.edu	
Accept electronic Memorandum of Agreement ("eMOA")	Within a week after notification that the eMOA is ready for you to accept	Follow the instructions you receive in an e-mail informing you that your eMOA is ready for you to accept in Banner Self-Service. Review, accept and submit your eMOA.	Your specific department.	
Tax Forms	Up to six (6) months <i>prior</i> to your start date	Once you receive your Welcome E-Mail , log into Banner Self-Service. Click on the "Employee" tab. You will then have the choice to click on and complete Federal W4 and State W4 Tax Forms.	Human Resources Wool Center, 3545 Lindell Blvd, St. Louis, MO 63110 314-977-2360	
I-9 Forms	Up to six (6) months <i>prior</i> to your start date Within 31 days <i>prior</i> to your start date	Step 1: Complete section 1 of the I-9 by logging on to www.newi9.com using the Employer Code, 10065. Step 2: <i>After</i> completing section 1, you will be provided with a list of accepted documents that must be presented <u>in person</u> at Human Resources to complete the I-9 verification process. This can be done any time after completion of step 1 and before your first day of work.	Human Resources Wool Center, 3545 Lindell Blvd, St. Louis, MO 63110 314-977-2360	
Direct Deposit Form for Paycheck		Once you receive your Welcome E-Mail , log in to Banner Self-Service. Click on the "Employee" tab, and then click "Pay Information" to set up direct deposit for your paychecks. All employees are required to log in to Banner Self-Service to enroll in payroll direct deposit.		
ID Badge and Parking Arrangements	<i>Prior</i> to your start date	After you receive your Welcome E-mail from SLU, you can visit Parking & Card Services to obtain your ID Badge. You will also have the option to purchase a parking permit for your desired lot. Frost Campus Hours of operation: M-F 8:30 – 5:00	Parking & Card Services DuBourg Hall, Rm 33 221 N. Grand Blvd 314-977-2957	
Discuss Duties / Other Requirements within your Department	<i>Prior</i> to your start date	Contact your department chairperson/director to discuss any college/ school/center-specific procedures and policies, obtain information on courses you will be teaching, scheduling of required department or college/ school/center events, obtain office and building keys, if applicable etc.	Your specific department	
Order Textbooks for Courses	At least one month <i>prior</i> to the first day of your course(s)	Contact your department chairperson to discuss ordering textbooks for your classes. They can be ordered through the University Bookstore, Barnes & Noble, 20 N. Grand Blvd. 314-531-7925 bksustlouis@bncollege.com	Your specific department	
Paul C. Reinert, S.J. Center for Transformative Teaching and Learning (CTTL)	Anytime	The Paul C. Reinert, S.J. Center for Transformative Teaching and Learning (CTTL) supports faculty in the development of skills and knowledge of pedagogical approaches using technology and other teaching innovations. You may wish to consult CTTL staff for input on your syllabus, making course improvements, assessment of student learning outcomes, etc.	Reinert Center for Transformative Teaching and Learning 314-977-3944 ctl@slu.edu http://www.slu.edu/ctl	