



GA - Teacher of Record Hiring Checklist

Department: HR Contact: Phone #:

Name:
First (Given Name) Middle Last (Family Name) Maiden or other last name used

CWID: UIN (if current or previous employee):

Teacher of Record

- Official Transcripts (Showing 18 graduate SCH in teaching discipline for which being hired)
- Primary Teaching Discipline:
- Non-Disclosure/Nepotism/FERPA
- Primary Language Form
- Current Resume / CV
- Faculty Credential Forms
- List of classes being taught

- Start Date
- Semester

For HR Use Only

- Current Background Check
- Degree Verification