



Required Forms for Transfers – Faculty Appointments

Graduate Assistant/Student Employee > Faculty Appointment Full-Time

Required Forms/Information

- ☐ [Academic Personnel Authorization Form \(PROV101\)](#)
- ☐ Completion of Background Check (Confirmed by Provost Office)
- ☐ Copy of Signed Offer Letter (if applicable; obtain from employee)
- ☐ Copy of Vita (obtain from employee)
- ☐ Copy of Transcripts (obtain from employee)
- ☐ [Faculty Tenure Agreement](#) (if applicable)

Required Actions

1. The departing department submits an Assignment Termination EAPF (TERMJB)
2. If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
3. HR Records enters the record into Banner.