



Required Forms for New Hires

Regular Faculty Appointment (Full-Time)

Required Forms

- ☐ [Academic Personnel Authorization Form \(PROV101\)](#)
- ☐ [Personal Data Form](#) (PDF)
- ☐ [Alabama Department of Revenue Withholding Form \(A4\)](#)
- ☐ [Federal Withholding Allowance Certificate \(W-4\)](#)
- ☐ [City of Auburn Withholding Exemption Certificate \(C-4\)](#)
- ☐ Completion of Background Check (Confirmed by Provost Office)
- ☐ If applicable, completion of [Foreign National Tax Form](#). ([See instructions](#) for additional information.)
- ☐ Completion of Form I-9 and E-Verify (AU Access)
- ☐ Copy of Offer Letter (obtain from employee)
- ☐ Copy of Vita (obtain from faculty online system)
- ☐ Copy of Transcripts (obtain from faculty online system)
- ☐ [Faculty Tenure Agreement](#) (if applicable)