



GVSU Hiring Documents Checklist

(Faculty)

FACULTY FORMS

- ☐ Appointment Letter signed by Dean
- ☐ CV/Resume
- ☐ Official transcript (highest degree completed)
- ☐ Faculty Oath
- ☐ Application/info sheet (PageUp) **or** Candidate Credential Summary (paper)
- ☐ I-9 form
- ☐ Direct Deposit form (optional)*
- ☐ Tax forms (Federal, State of Michigan, City)*

**Needed for the Payroll Office*