

Checklist of Documents Required from New Faculty Members

Document	Description	√
1. Data sheet	Will be emailed to you. Fill out ALL the information on <u>BOTH PAGES</u> . There should be NO BLANKS . If any box or question is not applicable, please write: N/A	
2. Resume/Reference List/Letters of Recommendations	Most <u>updated</u> resume. A reference list and letters of recommendations are highly recommended. An updated resume may be requested every 2 – 3 years.	
3. Official Transcripts and Evaluations	<p>Official transcripts for each degree earned related to the subject the faculty member is and/or will teach. Transcripts must be mailed directly to Stanton University. Please indicate the reason as: Employment.</p> <p><u>Address:</u> Attn: Jean Cho Stanton University 9618 Garden Grove Blvd Ste#201 Garden Grove, CA 92844</p> <p>If your transcripts are from a <u>foreign institution</u>, we are required by ACICS to have your transcripts and diplomas evaluated by a government agency. The agency we work with is Global Services Associates, Inc. (GSA). Please request an application and fill out EVERY information on the first page and sign the second page of the application. <u>For Master's degree evaluation, we need a copy of your bachelor's degree. For Doctorate degree evaluation, we need a copy of BOTH your master's degree and your bachelor's degree.</u></p> <p>If there are any difficulties in obtaining your official transcripts, please let us know.</p>	
4. Certifications/Licenses /Credentials/Membership	Required for PGM, MSOM, and ECE faculty. We need a copy of your certifications, licenses, credentials, and/or professional memberships related to the subject/program you teach.	
5. Faculty Development Plan	<p>Will be emailed to you. Faculty members are required to continually develop academically in their field of instruction and submit a plan for development EVERY year.</p> <p>The In-Service section will be provided for you by the administration. Please attend each In-Service workshop, held twice a year, to receive a certificate of completion.</p> <p>For the personal growth section, fill out information concerning workshops, seminars, etc. you have attended and are also planning to attend for the whole year. If you are in the process of obtaining a degree or equivalent, please provide information in the higher education section.</p>	

	Please submit a copy of any documentation as proof of your attendance in professional workshops, seminars, or professional organization membership. This includes certificates of participation or completion, agendas, notes, etc.	
6. Signed Job Description	Read and sign.	
7. Signed SU Community Commitment Form	Read and sign.	
8. Employment Eligibility Verification with W-4 Form	Fill out all information. Please provide appropriate documentation for identification according to List A, B, and/or C.	
9. Faculty Interview Face Sheet	Answer every question in complete sentences with complete content.	
10. Faculty Teaching Proposal	<p>Check all subjects you are qualified to teach. You MUST submit an <u>official</u> transcript and/or certification that proves your qualification to teach the courses you select.</p> <p>For example, if you select Japanese I under GE courses, you <u>must</u> have an official transcript that shows you <i>majored</i> in the language and/or a <i>certification</i> that proves your qualification to teach college-level Japanese.</p>	
11. Faculty Contract and Contract Form	<p>For the Faculty Contract, please indicate the PROGRAM you will be instructing in and fill out the information, then sign.</p> <p>Faculty members are required to sign a Contract Form for each quarter they are instructing.</p>	
12. Signed Agreement to Arbitrate Claims	Read and sign. Please initial the bottom-right corner of each page	
13. Employee Confidentiality and Non-Disclosure Statement	Read and sign.	
14. Signed Academic Freedom Policy	Read and sign	
15. Signed FERPA	Read and sign the bottom-right corner.	