

## PAPERWORK REQUIRED FOR PART-TIME FACULTY

- Background Check (Chairperson has hard copies – no online forms yet)  
**Dr. Terry Kinney**  
*Department Chair*  
Trask 151  
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[kinneyt@uncw.edu](mailto:kinneyt@uncw.edu)
- W-4, NC-4, copy of Social Security Card, I-9 and Employment Eligibility Verification- online within first 3 days of work (Homeland Security). All of this can be done with our Office Assistant  
Laura McHale: *Office Administration*  
Trask 156  
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[mchalel@uncw.edu](mailto:mchalel@uncw.edu)
- Curriculum Vitae
- Personnel Record Data Sheet (go to [http://www.uncw.edu/hr/downloads/PersonnelRecordDataSheet\(UNCW%20Form%20HR%201\\_35%20HR%203\\_35\).doc](http://www.uncw.edu/hr/downloads/PersonnelRecordDataSheet(UNCW%20Form%20HR%201_35%20HR%203_35).doc), complete the form and print out)
- Original copies of all transcripts (must be sent from the university and be addressed to the Chairperson)  
*Mailing Address:*  
Dr. Terry Kinney  
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- Letters of Recommendation (3)
- Certification of Credentials Form (filled out by the Chairperson)