Temporary EHRA (TE) Faculty/Non-Faculty Paperless Processing Procedures

Temporary Faculty Hiring Instructions- Transcripts (for teaching faculty only)

Transcripts are to be sent electronically via the Electronic Transcript Processing Instructions and Info to aarmtranscripts@uncw.edu. Transcripts should be requested and received electronically possible except in cases when issuing institution does not provide electronic option.

In that case transcripts mailing address should be provided as:

**UNCW, Academic Affairs Resource Management**
601 South College Road
Wilmington, NC  28403-5675

TE Faculty Hiring Packet

Once complete and transcripts have been processed when necessary, please send the following forms as PDFs to aarmpersonnel@uncw.edu

- [Personnel Record Data Sheet](#) (PRDS)
- Curriculum Vitae (CV)
- [Certification of Credentials form](#)

TE Non-Faculty/Non-Teaching Hiring Packet (transcripts not required)

- [Personnel Record Data Sheet](#) (PRDS)
- Curriculum Vitae (CV)
- [Verification of Credentials](#)

Please include the email template below when forwarding these documents.

Required Email Template with the appropriate documents attached as listed above, send to aarmpersonnel@uncw.edu

Subject Line (please use this exact format): TE Hire- (Last name)

Body of Email:

TE Faculty (teaching), TE Non-Faculty (non-teaching), GTA instructor:
Full name of hire, including other names used (e.g. maiden):
Banner ID (required if they have one):
Start date:
Hiring department:

FAQs:

All temporary EHRA hiring packets must be submitted to AARM at least 7 business days before the begin day of work to allow time for processing and approval.

For last minute TE hire situations please contact radabaughr@uncw.edu as soon as possible.

Employee Record Updates must be submitted to HR before AARM can complete the processing of the temporary hire packet.