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 always be sent electronically when possible.

If electronic transcripts are not an option offered by the issuing institution, official paper transcripts should be sent to the hiring department (see instructions link above).

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 sloanr@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.