OVERVIEW OF HIRING PACKET COLLECTION

Updated 5/20/21

FT Teaching and PT Teaching:

1. Ask new hire to submit official transcripts of all their degrees to AARM
   a. Preferred Method: Submit directly to aarmtranscripts@uncw.edu
   b. Alternative: Request that official transcripts be mailed directly to AARM:

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

2. NEW: Periodically review the AARM transcript tracker for updates
   a. Once all transcripts have been received, update the tracker to reflect “Completed”. If it is an ABD packet, mark as “ABD (waiting for awarded PhD transcript)”.  
   b. If you don’t have access to the tracker, please reach out to Jess McCrary or Nina Brown
   c. If the highest degree awarded is from a non-U.S. institution, the department provides instructions to the hire on requesting U.S. equivalency evaluation from a transcription service, such as World Education Services (www.wes.org).

3. Once all transcripts have been received, the chair/director completes the certification of credentials. The highest degree awarded must match the degree as it is listed on the transcripts. Electronic transcripts can be viewed by the chair/director in Perspective Experience.
   a. If you do not know how to access WebNow, please reach out to Jess McCrary or Nina Brown

4. Submit completed Certification of Credentials and optional recommendation letters (if collected outside of PA7) to Jess McCrary via email (mccraryj@uncw.edu)

GTA – Instructors of Record:

1. Provide names of the people you plan to hire as GTA’s (Instructors of Record) as soon as you have the names to Jess McCrary
2. Admin will inform candidate that they will need to complete or provide the following docs:
   a. CV
   b. PRDS
   c. Official Transcripts

3. NEW: Admin will enter names of GTA’s onto AARM Transcript Tracker- Process
   a. You will need to monitor tracker for updates on incoming transcripts for your area
   b. Once all transcripts are received, mark the GTA as complete in the AARM Transcript Tracker

4. Once all transcripts have been received, the chair/director completes the certification of credentials. The highest degree awarded must match the degree as it is listed on the transcripts. Electronic transcripts can be viewed by the chair/director in Perspective Experience.
   a. If you do not know how to access Perspective Experience, please reach out to Jess McCrary or Nina Brown

5. Submit completed Certification of Credentials, CV, & PRDS to Jess McCrary via email (mccraryj@uncw.edu)

Permanent Non-Teaching EHRA and Part Time Non-Teaching EHRA:

a. Recommendation Letters – optional

2. Email these document and recommendation letters (if collected outside of PA7) to Jess McCrary (mccraryj@uncw.edu)

Updated 3/24/21 - JYM
Remaining Steps

Apply to all:

- Dr. Kemille Moore, Associate Dean, reviews and approves hiring packets for the CAS Dean’s Office.
- **Jess McCrany** notifies the department via email once a packet has been approved and delivered to AARM/submitted to PA7.
- Once all approvals are finalized, AARM activates the hire as an employee in Banner and notifies **Jess McCrany**.
- **Jess McCrany** notifies the department via email once an employee has been established. The email will confirm the Banner ID, whether the employee should be paid through FLAC or EPAF, and if faculty privileges are granted.
- AARM maintains the only official personnel file for all employees. The department and the CAS Dean’s Office will maintain unofficial personnel files for each hire. Per the [UNC retention schedule](#), personnel files may be destroyed 7 years after an employee separates from UNCW.
- Hiring packets for part-time faculty are updated every 5 years (except official transcripts, which remain on file).

Background Check and I9

- **Background Check and I9**
  - **Full Time Hires** – These processes are managed automatically via the PA7 system
  - **Part Time Hires and GTA’s** – a request will need to be submitted via the link on Seanet

Who to contact:

<table>
<thead>
<tr>
<th>Hiring packet questions, confirmation of transcripts received, faculty/advisor access</th>
<th>Jess McCrany, <a href="mailto:mccranyj@uncw.edu">mccranyj@uncw.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleAdmin, start-up sheets, HR 3.35s, Letters of Intent to Offer, Position Funding</td>
<td>Nina Brown, <a href="mailto:brownn@uncw.edu">brownn@uncw.edu</a></td>
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</table>
## Requirements by Hire Type

<table>
<thead>
<tr>
<th></th>
<th>Permanent Faculty (Full-Time)</th>
<th>Part-Time Faculty (Temporary TE)</th>
<th>GTA Instructors of Record</th>
<th>Permanent Non-Teaching EHRA</th>
<th>Part-Time Non-Teaching EHRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vitae or Resume</td>
<td>Required (collected via PA7)</td>
<td>Required (collected via PA7)</td>
<td>Required</td>
<td>Required (collected via PA7)</td>
<td>Required (collected via PA7)</td>
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<tr>
<td>Official Transcripts for all degrees</td>
<td>Required (monitor transcript tracker)</td>
<td>Required (monitor transcript tracker)</td>
<td>Required (send transcript template to AARM)</td>
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<tr>
<td>Certification of Credentials (Cert)</td>
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<td>Required (collected outside of PA7)</td>
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<tr>
<td>Recommendation Letters</td>
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<td>Optional (collected via PA7 or email)</td>
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