New Faculty Demographic Worksheet

*Upon appointment of a new faculty member, <u>first enter the faculty member into IRIS SAP</u>, and then submit this form along with all required attachments to **Megan Lucy** in **L104 Ag Science-North**.*

The information will be entered into the Faculty Database.

Does this person have an SAP Person #?   Y   *If not, <u>STOP</u> and do SAP entry first*

Last Name_____   **Suffix** _____

First Name _____   **Middle Name** _____

Birthdate _____   **Gender** _____   **Ethnicity** _____

Race *(select all that apply)*

American Indian or Alaskan Native	Asian	Black
Native Hawaiian or Other Pacific Islander	White	Other

Department _____

Title Series _____   **Initial Rank** _____

For Associate or Full, is the faculty member tenured upon appointment?   Y   N

Effective Employment Date _____   **Assignment Period** _____
It is best for faculty members to begin on the first of a month, so that they will have full benefits coverage during their first month of employment.

At what level will the faculty member teach?   **Undergrad**   **Grad**   **Neither**

Attachment Checklist

All attachments may be sent via email to <u>megan.lucy@uky.edu</u>, except for transcripts, which must be original, official documents.

Required attachments for <u>all</u> new appointments:

Signed offer letter

Career CV (as a .doc, or .pdf file, if possible)

Original, official transcripts of highest degree

> *If the faculty member's highest degree does not match the discipline of the hiring department, also attach transcripts of the next highest degree(s), regardless of discipline(s). If the faculty member has more than one terminal or professional degree, attach these transcripts.*

Additional attachments required for full time faculty appointments:

Correspondence indicating the dean has approved filling the position

Chair's memo requesting to fill the position

Position announcement

For Adjunct appointments only:

Written opinion of all full time faculty members in the department