

# Method of Appointment and Employment

Appointments of all teaching faculty and professional librarians are made on the nomination of the Provost and with approval by the President.

Candidates for employment must meet with Human Resources prior to the first day of classes. In order for the employment process to be completed, faculty must have an official transcript of all graduate work sent to the Provost. They must submit their curriculum vitae to the Provost. In addition, all new faculty must complete an Employment Eligibility Verification Form (I-9) and a W-4 Form via HRIS (iSolved).

New faculty must complete electronic onboarding and schedule an appointment with the Department of Human Resources to complete new hire orientation.

Converse establishes the qualifications of faculty members to teach specific courses by means of the Faculty Roster form and its supplemental documentation. Updates should be made annually and submitted to the Director of Institutional Research and Effectiveness. The form is available online under faculty forms and resources.