

In order to allow for the approval process, the following documents are to be submitted **at least two months before** a new faculty member is scheduled to teach:

- 3 copies of the resume/vita
- Adjunct Faculty Application
- Adjunct Faculty Review and Approval form
- SBT Faculty Qualifications Form—**for SBT courses only**
- SBT Programs Approval Matrix Form—**for SBT courses only**
- Official transcripts for all degrees and applicable coursework (transcripts cannot be issued to the instructor)

Submit all materials to **Theresa Altmann** in the Office of Academic Affairs, 470 E. Lockwood, Webster Groves, MO 63119.

Forms may also be e-mailed to Theresa at altmantm@webster.edu, or faxed to 314-968-7076. Keep in mind that original transcripts still need to be mailed in.

After a faculty member has been approved

The following are needed for the faculty member to be added to payroll. Original forms should be mailed to the above address after a faculty member has been approved:

- Faculty Data sheet
- I-9,* with copies of the documents used to verify eligibility
- Direct Deposit Authorization Form, with a voided check -not deposit slip
- Social Security Card
- Federal W-4 Form
- State W-4 Form, where applicable
- Colorado Affirmation Form—**for Colorado campuses only**
- Kansas City, MO City residency form—**for KANS, WHIT, FTLV only**
- Maryland Withholding Form— **for ANDY, BMED, BOLL only**
- Virginia Withholding Form— **for ANDY, BMED, BOLL only**
- DC Non-Resident Affidavit—**for ANDY, BMED, BOLL only**

Please keep the following in mind when submitting faculty paperwork:

- For a regional academic director to review the requests from another campus, they should also include a copy of the resume/vita and copies of the transcripts for all degrees or applicable coursework.
- Approval requests for Professional Seminars and Issues courses must include a copy of the syllabus. A faculty member is approved based on the topic offered. As the topic changes, a new approval is required.
- All forms, with the exception of the data sheet, I-9, direct deposit, and W-4 forms, should be typed.
- Faculty information will not be entered in the computer system until the faculty member has been approved by the department chairperson.
- Once they've been approved and entered in the system, they will be assigned an email address.

The I-9 is a legal document and as such, there can be **no errors or omissions. If either the employer or employee makes a mistake, a new form must be completed. Scratch-outs or the use of white out is strictly prohibited. Section 2 must be fully completed by whomever reviews the document(s), and the documents need to be listed in the correct columns. Since the instructor should be filling the form out in front of you, both Section 1 and Section 2, must be dated the same date. All forms of identification used to verify eligibility on the I-9 must be current as we can no longer accept expired documents. I-9's will be returned to the campus for any errors. Please keep in mind, we cannot issue compensation to anyone whose I-9 is completed improperly.*