

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:

<input type="checkbox"/>	3 copies of the resume/vita	
<input type="checkbox"/>	Adjunct Faculty Application	
<input type="checkbox"/>	Adjunct Faculty Review and Approval form	
<input type="checkbox"/>	SBT Faculty Qualifications Form	<i>for SBT courses only</i>
<input type="checkbox"/>	SBT Programs Approval Matrix Form	<i>for SBT courses only</i>
<input type="checkbox"/>	Counseling Program Approval Matrix	<i>for COUN courses only</i>
<input type="checkbox"/>	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:

<input type="checkbox"/>	Faculty Data sheet	
<input type="checkbox"/>	I-9, with copies of the documents used to verify eligibility	
<input type="checkbox"/>	Direct Deposit Authorization Form, with a voided check - not deposit slip	
<input type="checkbox"/>	Federal W-4 Form	
<input type="checkbox"/>	State W-4 Form, where applicable	
<input type="checkbox"/>	Colorado Affirmation Form	<i>for Colorado campuses only</i>
<input type="checkbox"/>	Kansas City, MO City residency form	<i>for KANS, WHIT, FTLV only</i>

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.