



FACULTY

Associate Faculty Banner Entry Form

The purpose of this form is to quickly provide the information required for Human Resources to add an instructor to the Banner system. This form DOES NOT supersede the approval process already in place at each campus for New Hires. Department: Please send/scan/fax completed form to your HR Faculty Specialist and Administrative Specialist-Personnel.

| | |
|-----------------|--------------------------------------|
| College: _____ | Actual Teaching Semester/Year: _____ |
| Division: _____ | Discipline: _____ Org #: _____ |

New Hire: _____ (Y/N) Returning Hire: _____ (date last worked WVC/MC: _____). **This new candidate has been accepted into the pool.** Through the recruitment/interview process it is certified that this person meets the minimum qualifications for the above discipline. NOTE: New PT Faculty must complete paperwork with HR before they can be set up in Banner and given an assignment.

| | |
|---|---------------------|
| _____ | _____ |
| Department Chair or Designee Signature/Date | Dean Signature/Date |

Notes:

Name _____ Phone No: _____
 Administrative Specialist/Dept. Assistant

Employee Name: _____
Last First Middle Initial

Home Phone: _____ Cell: _____ Email: _____

| Human Resources Only | | | |
|----------------------------------|--------------------|--|--|
| Date Received in HR: _____ | Received by: _____ | | |
| Date Entered into Banner: _____ | Entered by: _____ | | |
| Dept. Notified to Proceed: _____ | Notified by: _____ | | |
| Instructor's Banner ID #: _____ | Approved by: _____ | | |

Associate Vice Chancellor of Human Resources