



**NEW HIRE FACULTY
VERIFICATION FORM**

<u>Employee Name:</u>	<u>ID Number:</u>	
<u>Semester:</u>	<u>Department Name:</u>	
<u>Year:</u>	<u>Budget #:</u>	PT <input type="checkbox"/> FT <input type="checkbox"/>
<u>School:</u>	<u>Home Campus:</u>	
<u>Dean/Associate Dean:</u>	<u>Dean's Representative:</u>	

Is new faculty member currently employed at Pace University? Yes No

The above named employee has been formally interviewed by a University administrator and meets all prerequisites established by the University for hiring faculty. Please provide this faculty member with the appropriate documents needed to be processed on the University payroll. Please be advised that the academic file containing all required documents will be forwarded to the Dean's Representative as soon as possible.

Thank you.

Signature of Department Representative

Date

Authorized Department Representative (print)

Extension

Signature of Authorized Representative

Date

Authorized Representative (print)

Extension

SEND FORM TO DEAN'S OFFICE REPRESENTATIVE

Human Resources Campus Locations:

New York: 156 William Street, 5th Floor, New York, NY 10038 – (212) 346-1630

Briarcliff Manor: Dow Hall 235 Elm Road Briarcliff Manor, NY 10510 – (914) 923-2730

HR Office only

Date New Hire Received HR paperwork: _____

Date New Hire Completed HR paperwork: _____

HR Representative: _____