

New Faculty Demographic Worksheet

Upon appointment of a new faculty member, first enter the faculty member into IRIS SAP, and then submit this form along with all required attachments to **Megan Lucy in L104 Ag Science-North**.

The information will be entered into the Faculty Database.



Assistant Dean for
Academic Administration
L104 Ag Science- North
Lexington, KY 40546-0091
859-257-7249

Last Name _____ Suffix _____

First Name _____ Middle Name _____

Birthdate _____ Gender _____ Ethnicity _____

Race (select all that apply)

American Indian or Alaskan Native	Asian	Black
Native Hawaiian or Other Pacific Islander	White	Other

Does this person have an SAP Person #? Y *If not, **STOP** and do SAP entry first.

Was this position posted through HR Integrated Employment System? Y N

Department _____

Title Series _____ Initial Rank _____

For Associate or Full, is the faculty member tenured upon appointment? Y N

Effective Employment Date _____ Assignment Period _____

At what level will the faculty member teach? Undergrad Grad Neither

Required attachments for all new appointments:

Signed offer letter

Career CV

Original, official transcripts of highest degree*

Other relevant documents

Additional attachments required for full time faculty appointments:

Correspondence indicating the dean has approved filling the position

Chair's memo requesting to fill the position

Position announcement

For Adjunct appointments only:

Written opinion of all full time faculty members in the department

*If the faculty member's highest degree does not match the discipline of the hiring department, also attach transcripts of the next highest degree(s), regardless of discipline(s). If the faculty member has more than one terminal or professional degree, attach these transcripts.