



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

FACULTY PIN

To Department Chairs:

In order to provide **new** faculty – both full time and adjunct – email, grade entry ability, and access to Lamar services, please take the following action when submitting the hiring packet to the Office of the Provost. The instructional Routing Sheet can be downloaded from the Academic Affairs website: <http://facultystaff.lamar.edu/academic-affairs/forms/index.html>

1. Complete the form below for each new faculty member (full time and adjunct), attach it to the F3.2, and submit it to the Office of the Provost with the hiring packet. This will ensure that a PIN number is assigned. Please PRINT all responses.).
2. Once Human Resources creates a General Person Record, access Banner screen SIAINST (Faculty/Advisor Information). Enter information for each new faculty member (full time and adjunct). Populate status as active. Check faculty checkbox to activate and save these changes.

Note: If an adjunct faculty member has not been in the payroll system (i.e., has not taught a course) for one year, he/she is considered to be a new hire, and a Routing Sheet, with all relevant documents, must be completed, attached to the F3.2, and submitted to the Office of the Provost prior to the first class meeting.

Name: _____
(First) (Middle) (Last)

Social Security #: _____

Current mailing address:

Phone: _____

Department: _____

Department Chair signature: _____ **Date:** _____

This form is available electronically at <http://facultystaff.lamar.edu/academic-affairs/forms/index.html>