



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

ACADEMIC EDOC PROCESSING CHECKLIST

Name: _____

Dept. and Division: _____

University ID#: _____

eDoc#: _____

Required Actions for Appointments (before eDoc is initiated):

- Equal Opportunity Search & Screen completed in PeopleAdmin **OR** Search Waiver Approved (Required for AC1s; Not required for visiting, postdoctoral fellows, AC2s, or ACNPs)
- IUSM Offer packet submitted and approved
- [Background Check](#) completed (Academic Appointee includes Education & PIC) - Required for **PAID** IUSM appointees unless the appointee is an international hire who has been in the U.S. for less than one year
- I-9 [Employment Eligibility Verification](#) and eVerify process initiated (Required for IUSM-paid appointments)
- If health professional, check <https://mylicense.in.gov/everification/Search.aspx> to verify license and active professional status.
- If physician, check <http://exclusions.oig.hhs.gov/>. If found on exclusion list, do not initiate the hire eDoc.
- Candidate has been transitioned to Hired in the PeopleAdmin Applicant workflow
- Hiring Proposal has been transitioned to Offer Accepted in the PeopleAdmin Hiring Proposal workflow
- Posting has been transitioned to Filled in the PeopleAdmin Posting workflow
OR Pooled position posting left open, not all positions have been filled

Required Documentation for Appointments (after eDoc initiated):

Email to acadadm@iu.edu in the following order and naming convention

1st PDF named: **First Name Last Name PPF UID** and includes

- IUSM 3-page Academic [Personal Profile Form](#) (PPF) or [Online PPF](#) (for Regional Volunteer Faculty)
- Candidate's CV (Not required if Online PPF completed)

2nd PDF named: **First Name Last Name Misc. UID** and includes

- Signed Offer letter (Not required for non-paid appointees)
- Approval of Terms form signed by the Dean (required for all AC1s except Visiting and Postdoctoral fellows) and Executive Vice Chancellor (for tenure track only)
- Search Waiver approval letter (if applicable)
- Additional Required Documentation for tenure track only (page 2 of Approval of Terms document)

Additional Actions:

- Notify the individual to register for New Employee Compliance Orientation (NECO) via the IU Expand course listing at <https://expand.iu.edu/browse/e-training/courses/health-sciences-neco> (please direct any questions to comply@iu.edu or 317-274-2667)
- Appointee informed of need to submit Conflict of Interest and Commitment (COI-C) Disclosure Form online at <https://one.iu.edu/task/iu/conflicts-of-interest-and-commitment-coi-c-disclosure-form>; not required for those with unpaid appointments unless engaged in the design, conduct, or reporting of University research or other sponsored programs.