



**Emergency Hire Form**

Every full and part-time faculty member teaching courses for credit must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the discipline.

Graduate faculty must meet additional requirements, detailed online [at http://www.jmu.edu/grad/faculty/faculty\_application.shtml.](http://www.jmu.edu/grad/faculty/faculty_application.shtml) In cases of emergencies, where there is a valid reason for a delay in receiving the official transcript, academic units may submit this Emergency Hire Form in advance of an official transcript. Official transcripts **must** be submitted to Human Resources within 60 days (180 days for foreign transcripts) of hiring.

For more information on faculty hiring procedures refer to [Policy 2101](http://www.jmu.edu/JMUpolicy/2101.shtml) online.

The employee may not be hired without either the appropriate official transcript or the Emergency Hire Form. This form must be attached to the PAR form used to hire the employee.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Date prepared | 2. Contact/phone (person to call for information/#)  / | | 3. JMU Academic Unit |
| 4. Full name of employee being hired without official transcript | | | 5. Hire Date |
| 6. Employee PeopleSoft ID Number | | 7. Highest degree attained and degree-granting institution | |
| 8. Date official transcript expected to HR:  *Transcripts must be received within 60 days (180 days if foreign ) of hire date.* | | 9. Check one  Full-time Instructional (T&R)  Full-time Administrative & Professional (A&P) Part-time/Adjunct  Classified Employee teaching a class | |
| 10. Classes to be taught in the first semester of hire*:* | | | |
| Dept Course Title Course # | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 11. In as much detail as possible, describe the reason the employee is being hired without submitting an official transcript. | | | |
| **Required Signatures** |  |  |  |
| **Academic Unit Head Date** | | | |
| **Dean Date** | | | |
| **Provost and Senior Vice President Date** | | | |

Revised 5/2012