

UNIVERSITY OF THE SOUTHWEST
6610 LOVINGTON HIGHWAY
HOBBS, NEW MEXICO 88240
(505)392-6561 www.usw.edu



FACULTY INFORMATION SHEET

NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
HOME PHONE #: _____ HOME E-MAIL: _____
DATE OF BIRTH: _____ SS #: _____
EMPLOYER: _____
WORK PHONE #: _____ WORK E-MAIL: _____
DEGREE EARNED: _____ UNIVERSITY: _____
DEGREE EARNED: _____ UNIVERSITY: _____
DEGREE EARNED: _____ UNIVERSITY: _____

You will need to furnish the Office of the Provost the following items before employment begins:

- Application for Adjunct Faculty
- CV or Resume
- Official Transcripts
- I-9 Employment Eligibility Verification form
- Notarized copy of your driver's license and identification documents as indicated on form I-9
- Disclosure/Authorization/Consent Release form
- W-4 FORM
- Drug-Free Workplace Policy form
- Computer Use Policy form
- Authorization Agreement for Direct Deposit form and Voided Check
- Distance Faculty Information Sheet

If you have any questions, please contact Andrea Dodson, Executive Assistant to the Provost at (575) 492-2107 or adodson@usw.edu.