



INDIANA UNIVERSITY SCHOOL OF MEDICINE
**FACULTY AFFAIRS AND
 PROFESSIONAL DEVELOPMENT**

ACADEMIC EDOC PROCESSING CHECKLIST

Name: _____

Dept. and Division: _____

University ID#: _____

eDoc#: _____

Required Actions for Appointments (before eDoc is initiated):

- National Search & Screen completed in PeopleAdmin **OR** Search Waiver Approved
(Required for AC1s, except visiting and postdocs; not required for AC2s or ACNPs)
 - IUSM Offer packet submitted and approved in PeopleAdmin
 - [Background Check](#) initiated (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 IUSM [Personal Profile Form](#) (PPF) or Online PPF (for Adjunct 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 Postdocs)
- [Fire Form](#) Offer/MOU Approval (required for all AC1s except Postdocs)
- Additional Required Documentation for tenure track only (page 2 of Approval of Terms document)

OR

- Signed Visiting Scholar [MOU](#) (required for non-paid visiting scholars)
- Documentation from external sponsor (required for non-paid visiting scholars)

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.