

New Employee Information

(Complete one form for each new hire and email to: sandir@latech.edu)

Instructions:

Please enter your information, save a copy for your files, and email this document to Sandi Richardson (sandir@latech.edu) and Darrell Eddy (eddy@latech.edu).

Employee's full name: _____

Department Hiring New Employee:

Dean's Office Marketing & Analysis
Accounting Managem ent & Information Systems
Economics & Finance Graduate & Research
External Relations Marketing & Communications
Information Technology Support
Other: _____

Title:

Professor Instru ctor
Associate Professor Teaching Assistant
Assistant Professor Office Coordinator
Acting Assistant Professor Administrative Assistant I or II
Adjunct
Other (Describe) _____

Degree Status:

PhD DBA JD
MBA MS
BS No Degree
Other: _____

Teaching Status:

Teaching
Non-teaching

If adjunct, please supply following:

Office address: _____
Telephone number: _____
Em ail address: _____