



Additional Items To Do

Vita or Resume – Please submit your curriculum vita or résumé to Human Resources for your personnel file. This is separate from what you submitted as part of the application process. Your department and hiring committee will retain their own copies.

Official Transcript(s) – Please request the transcript for your highest degree attained be sent directly from the degree-granting institution to WIU's Provost's office, 1 University Circle, Macomb, IL 61455 or electronically to AD-Hodges@wiu.edu. This must be on file within 30 days of hire.

Signed Original Job Description – Please work with your chair to sign and submit your original job description to Human Resources.

Get your University ID Card – For Macomb campus faculty, stop by the Service Center in the University Union to have your photo taken and receive your ID card. For Quad Cities campus faculty, stop by the Student Services Desk in Riverfront Hall to have your photo taken and receive your ID.

University IDs

Your university ID card is your all-in-one pass to athletic events, the Spencer Student Recreation Center, campus entertainment events, and library services. You can also add Rocky Dollars to your card to be used at vending machines, the Union food court, dining centers, campus convenience stores, and Dividends (Stipes coffee shop).

Have additional questions?

Human Resources is located in 105 Sherman Hall, Macomb, IL. The can also be reached by calling 309-298-1971 or emailing HR-Office@wiu.edu

http://www.wiu.edu/human_resources/faculty/