OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST

FEDERAL LAW Requires SECTION 1 OF AN I-9 BE COMPLETED ON OR BEFORE THE FIRST DAY OF EMPLOYMENT AND SECTION 2 OF THE I-9 BE COMPLETED WITHIN THREE BUSINESS DAYS OF EMPLOYMENT START DATE (THIS WILL BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

☐ Personnel Appointment Form (PAF) Form (faculty **DO NOT** sign PAF)

☐ Academic Preparation Certification (SACSCOC) Form*

☐ Start-Up Request Form - **please follow instructions on the form for routing** (Note: Required for tenure track candidates only)

☐ Salary Recommendation for Faculty Candidate Form

☐ Final email correspondence from Department Chair to candidate (terms of appointment)

☐ Candidate’s letter of application (cover letter)

☐ Candidate’s attachments from hiring system. The documents listed below are required by the Provost’s Office - please do not send any attached documents other than these:
  ☐ Curriculum vita
  ☐ Teaching philosophy statement
  ☐ Research/Creative Activities statement **(Note: Required for tenure track candidates only)**

☐ Three current letters of recommendation (printed from the online hiring system)

☐ Signed employment application (printed from the online hiring system)

☐ Original transcripts of college degrees as **sent DIRECTLY to the MTSU DEPARTMENT**. All conferred degrees are required; must not be issued to, or received from, new hire. Any non-U.S.-conferred degrees must have transcripts translated to English (if necessary) and evaluated by an approved **foreign credential evaluation service**.

*If the candidate will be an exception to SACSCOC criteria, please include justification on the SACSCOC form including documentation of a minimum of three external sources of experience, honors, awards, etc. that attest to the individual’s ability to teach and to exhibit an understanding of learning outcomes.

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