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 WOULD BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

☐ PAF Form (full-time faculty **DO NOT** sign PAF)

☐ Academic Preparation Certification Form (SACSCOC Form) ***REQUIRED ON NEW HIRES ONLY

☐ Start-up request form (Optional- send to Provost’s Office for approval prior to discussing with candidate)

☐ Salary Recommendation Form

☐ Candidate’s Letter of Application (cover letter)

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

☐ Candidate’s curriculum vita and any other attachments from online hiring system

☐ Three Current Letters of Recommendation (date should not precede job posting date)

☐ Signed Background Check Form (must list 7 years of residency and be an original)

☐ Signed Employment Application (printed from online hiring system)

☐ Original Transcripts of ALL College Degrees **SENT DIRECTLY to the MTSU DEPARTMENT** (cannot be issued to student!)

***If an exception to SACSCOC criteria please include justification on the SACSCOC form including documentation of a minimum of 3 external sources of experience, honors, awards, etc that speak directly to the individual’s ability to teach and to exhibit an understanding of learning outcomes.

NOTE: Letters of Recommendation – should be from external sources, specific to the position, addressed to the Department Chair, signed originals, current date, and on letterhead. No general dossier.