OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST  W/O Search

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) ***NEW HIRES ONLY
☐ Request for Waiver of Search Procedures form
☐ Curriculum Vita
☐ Three Current Letters of Recommendation
☐ Signed Background Check Form (must list 7 years of residency and be an original)
☐ 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 – must be from external sources, specific to the position, addressed to the Department Chair, signed originals, current date, and on letterhead. No general dossier.