



OFFICE OF THE UNIVERSITY PROVOST

ADJUNCT 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 ADJUNCTS). THE I-9 EXPIRATION DATE CAN BE FOUND ON THE PEAEMPL SCREEN (U.S. REGULATORY TAB) IN BANNER. IN ADDITION, ACADEMIC AFFAIRS PROVIDES SPREADSHEETS WITH THE I-9 EXPIRATION DATE PRIOR TO THE FALL AND SPRING SEMESTERS.

- 1. Signed PAF Form / PEF Form (Extra Comp or Overload Pay)
- 2. Academic Preparation Certification Form (SACS Form for each semester, with the courses listed directly on the form) ***
- 3. Current Curriculum Vita
- 4. Three Current Letters of Recommendation (must be within the last year, for new adjuncts starting S06 & all exceptions to SACS, Must be from external sources)
- 5. Original Transcripts of All College Degrees **SENT DIRECTLY TO MTSU** (cannot be issued to student!!!!) (High degree transcript only for adjuncts who started before S04)
- 6. Signed Background Check Form – listing 7 years of residency and must be an original (Adjuncts should not use P.O. Box addresses on the Background Check Form).
- 7. Supervisor Approval Letter (for administrative employees teaching a class for extra comp)
- 8. I-9, W-4, and Direct Deposit form (attached to hiring paperwork for Human Resources)

*****If an exception to SACS criteria please include justification on the SACS 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 specific to the adjunct position, addressed to the department chair, signed originals, and on letterhead. No general dossier.