



OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST

GRADUATE TEACHING ASSISTANT HIRING CHECKLIST

(‘INSTRUCTORS OF RECORD’ ONLY)

- 1. Signed PAF Form
- 2. Academic Preparation Certification Form (SACS Form for each semester, with courses they are teaching listed directly on the form)***
- 3. Current Curriculum Vita
- 4. Original Transcripts of All College Degrees **SENT DIRECTLY TO MTSU** (cannot be issued to student!!!!)

*****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.**

Routing: Chair, Dean, EVP/P (CAB 117), Graduate Studies (CAB 114), HRS (CAB 217).