



## ***OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST***

### **FULL-TIME FACULTY HIRING CHECKLIST**

- 1. PAF Form (full time faculty **DO NOT** sign PAF)
- 2. Academic Preparation Certification Form (SACS Form) \*\*\*
- 3. Start-up request form
- 4. A-2 **IF** Salary is over \$75K **OR** Chair, Dean, or VP position (sent **before** hiring package for Board approval; once approved, send the rest of the package)
- 5. Candidate's Letter of Application (from online) **&** Final Correspondence from Chair to Candidate (terms of employment)
- 6. Vita (from online) & any other attachments
- 7. Three current letters of recommendation addressed to search committee chair (must be from external sources)
- 8. Signed Background Check Form
- 9. Signed Employment Application
- 10. 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.**