

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

**FULL-TIME FACULTY HIRING CHECKLIST W/O Search**

- 1. PAF Form
- 2. Academic Preparation Certification Form (SACS Form) \*\*\*
- 3. Salary Recommendation Form
- 4. Memo of approval from E & C office to hire without a search
- 5. Curriculum Vita
- 6. Three Current Letters of Recommendation Addressed to department chair
- 7. Signed Background Check Form
- 8. 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.**