



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 (SACS Form) ***
- Request for Waiver of Search Procedures form
- Curriculum Vita
- Three Current Letters of Recommendation (date should not precede job posting date)
- 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 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 – must be from external sources, specific to the position, addressed to the Department Chair, signed originals, current date, and on letterhead. No general dossier.