OFFICE OF THE UNIVERSITY PROVOST

GRADUATE TEACHING ASSISTANT HIRING CHECKLIST

(‘INSTRUCTORS OF RECORD’ ONLY)

☐ 1. Signed PAF Form

☐ 2. Academic Preparation Certification Form (SACSCOC 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 SACSCOC criteria please include justification on the SACSCOC 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, University Provost (CAB 117), Graduate Studies (Box 42), HRS (Box 35).