



*OFFICE OF THE EXECUTIVE VICE PRESIDENT & PROVOST*

**ADJUNCT FACULTY HIRING CHECKLIST**

- 1. Signed PAF Form / PEF Form (Extra Comp or Overload Pay)
- 2. Academic Preparation Certification Form (SACS Form for each semester, with the courses listed directly on the form) \*\*\*
- 3. Current Curriculum Vita
- 4. Three Current Letters of Recommendation (must be within the last year, for new adjuncts starting S06 & all exceptions to SACS, Must be from external sources)
- 5. Original Transcripts of All College Degrees **SENT DIRECTLY TO MTSU (cannot be issued to student!!!!)** (High degree transcript only for adjuncts who started before S04)
- 6. Supervisor Approval Letter (for administrative employees teaching a class for extra comp)
- 7. I-9, W-4, and Direct Deposit form (attached to hiring paperwork for Human Resources)

**\*\*\*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 – should be specific to the adjunct position, addressed to the department chair, originals, and on letterhead. No general dossier.**