OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST

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 WILL BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

☐ Personnel Appointment Form (PAF) Form (faculty DO NOT sign PAF)

☐ Academic Preparation Certification (SACSCOC) Form *

☐ Start-Up Request Form (tenure track hires only - send to Provost’s Office for approval prior to discussing with candidate)

☐ Salary Recommendation for Faculty Candidate Form

☐ Final email correspondence from Department Chair to candidate (terms of appointment)

☐ Candidate’s letter of application (cover letter)

☐ Candidate’s curriculum vita and all other attachments from online hiring system

☐ Three current letters of professional recommendation (date should not precede job posting date) **

☐ Signed employment application (printed from online hiring system)

☐ Original transcripts of college degrees as sent DIRECTLY to the MTSU DEPARTMENT (all completed degrees required; must not be "Issued to student"!)

* If the candidate will be an exception to SACSCOC criteria, please include justification on the SACSCOC form including documentation of a minimum of three external sources of experience, honors, awards, etc. that attest to the individual’s ability to teach and to exhibit an understanding of learning outcomes.

** Electronic letters of recommendation received via the online hiring system should be printed and submitted with this hiring packet. Letters should be from sources external to MTSU, signed originals with a current date, and on letterhead. General dossiers will not be accepted.