

M#: _____

Print Form

Name: _____

OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST

WITHOUT A 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 WILL BE THE FIRST DAY OF CLASSES FOR FULL-TIME FACULTY).

Faculty may not be in the classroom without a fully executed contract.

Electronic Background Check Request Form (complete and send form by email as soon as candidate is identified)

Personnel Appointment (PAF) Form (full-time faculty DO NOT sign PAF)

Academic Preparation Certification (SACSCOC) Form (If the candidate is 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.)

Salary Recommendation for Faculty Candidate Form (fully completed and signed)

Request for Waiver of Search Procedure Form (You can print the fully signed form by accessing Forms History in the My Forms tab from the Dynamic Forms link in Pipeline.)

Candidate's Curriculum Vitae

Three current professional letters of recommendation (Letters must be specific to the position, addressed to the department chair, and cannot be general dossiers. In addition, recommendation letters **should not** be character references, must be dated after the HWO is approved, and for SACSCOC exceptions, letters must be from external sources. Letters of recommendation should be received **directly from the recommender**, and, if sent via email, the emails must be attached to the letters of recommendation.)

Original transcripts of college degrees as **sent DIRECTLY to the HIRING DEPARTMENT.** (All conferred degrees are required, including MTSU degrees, and must not be issued to or received from the candidate. Any non-U. S.-conferred degrees must have transcripts translated to English (if necessary) and evaluated by an approved foreign credential evaluation service. If the transcripts are received electronically, they must include the emailed link and emailed password (if applicable). If transcripts are already on file in the Provost Office, new transcripts are not required unless an additional degree(s) has been earned.)

For Academic Affairs use only.

PPAIDEN	
SIINST	
PPAGENL	
Degree Update	
PEAFAC	
FAC SUCC	

Do not write in this area

Do not write in this area