Rev. 3/18/2024

Print Form

M#: _____

Name: _____

OFFICE OF THE UNIVERSITY PROVOST

FULL-TIME FACULTY HIRING CHECKLIST

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

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.)

Start-Up Request Form (This form is required for tenure-track candidates only. You can print the fully signed form by accessing Forms History in the My Forms tab from the Dynamic Forms link in Pipeline.)

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

Final email correspondence from the Department Chair to the Candidate (terms of recommendation sent by the chair with the candidate's acceptance)

Candidate's Attachments from the Hiring System. The Provost's Office requires the documents listed below. Please do not send any attached documents other than these.

   Candidate's Letter of Application (cover letter)

   Curriculum Vita

   Teaching Philosophy Statement

   Research/Creative Activities Statement **(Note: Required for tenure-track candidates only)**

Three current professional letters of recommendation (printed from the online hiring system)

Employment application (printed from the online hiring system)

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

For Academic Affairs use only.

PPAIDEN	
SIAINST	
PPAGENL	
Degree Update	
PEAFACT	
FAC SUCC	

Do not write in this area

Do not write in this area