**MIDDLE GEORGIA STATE UNIVERSITY**

**FULL AND PART TIME FACULTY EMPLOYMENT CHECKLIST**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I. Needed for all Candidates**

**\_\_\_\_\_ A. Faculty Application**

**\_\_\_\_\_ B. List of 3-5 references with names and contact information**

**\_\_\_\_\_ C. Unofficial Transcripts \***

**\_\_\_\_\_ D. Letter of Interest**

**\_\_\_\_\_E. CV**

**\_\_\_\_\_F. Statement of Teaching Philosophy**

**\_\_\_\_\_H. Completed Credentialing Form**

**\_\_\_\_\_G. Telephone Reference Interview Notes**

**\*NOTE: The College/School/Department will request unofficial transcripts from applicants during the review process. Once the candidate is selected for the position, the official transcripts must be received in the Provost’s Office BEFORE the candidate will receive a contract, or be allowed to teach.**

**Revised 06/09/2015**