

**Office of Academic Affairs
Checklist for Faculty Application & Employment**

- Completed Application for Employment (Professional Personnel)**
- Original Transcripts for all Graduate Level Coursework Completed**
- Completed Faculty Credentials Review Form (verified and signed by chair and dean)**
- Current Curriculum Vita**
- Three Letters of Recommendation/Reference**

***Please Note:* Jackson State University investigates the validity and accreditation status of all academic credentials presented for security of employment. The University does not recognize degrees received from an on-line institution that does not hold regional accreditation status.**