

# Full-Time Faculty Employment Process FAQs

Named as one of the Princeton Review's 2020 "Best 385 Colleges"

Named as one of Money Magazine's top 20 "Best Places to Live in America"

## Where may I apply for job openings?

Online application submittal is required for full-time faculty positions by visiting our online hiring site at <http://careers.mtsu.edu/>. Only applicants who apply online will be considered for employment.

## How do I apply for job openings?

In order to successfully apply, applicants are required to submit their online application to the posting along with all required documents attachments detailed within the posting. Please review your application/document attachments closely as you certify and submit your application to the posting. Applicants who do not successfully attach all required documents cannot be considered.

## Can I submit my application via postal delivery/email?

No. All employment applications for posted faculty positions must be submitted electronically on our hiring site at <http://careers.mtsu.edu/>.

## What if I don't have access to a computer?

Computers are available in MTSU's Department of Human Resources. Most local libraries, as well as state employment offices, usually have computer access for people who wish to submit their application and required document attachments for consideration.

## May I apply for more than one full-time faculty position?

Yes. You will be required to submit an application to each job for which you qualify and wish to apply. Minimum qualifications are detailed within each posting.

## Can I edit my application/documents after I apply?

No. Once you have submitted your application, no changes other than the recommender information can be made. Review your application/document attachments closely before submitting.

**Can I withdraw and reapply to the same posted position?**

No. You may only apply one time to any posting for which you qualify. Applicants who fail to successfully attach all required documents cannot be considered nor are they allowed to reapply to the same posting.

**Will the system retain my application/documents for future use on another posting?**

Yes. Once your application is saved in the online system, it will be available for you to reuse for future postings. However, please be sure to update any changes as needed each time you return to your saved application for use in later postings. You must edit the application/documents PRIOR to clicking "Apply Now" in order to provide the most recent version for your application.

**What if I need assistance with the application process?**

If you need assistance in applying or editing your application/documents, please contact the Faculty Recruitment Specialist at 615-898-5128. If you have position specific questions, please contact the hiring department contact provided within each posting.

**What does the Review Date mean in the job posting?**

The Review Date indicates the day the hiring department will start screening applications and begin preparation for the interview process. Full-time faculty positions are open until filled; therefore, applicants may continue to apply beyond the Review Date. However, if a recommended finalist is found during the initial review, applications submitted after the Review Date may not be considered.

**How long does it take to fill a full-time faculty position at MTSU?**

Tenurable faculty positions require a 30-day posting period. Non-tenurable faculty positions require a two-week posting period. Some uniquely specific faculty postings may take longer to fill than other faculty postings. Many factors may impact the time required to complete a search. Candidates selected for an interview will be contacted during the process. Those who receive an interview will be notified once the position has been filled.

**Will I be contacted after I apply?**

You will receive electronic confirmation of submittal of your application. However, our university receives thousands of applications each year; therefore, direct contact for each applicant cannot be provided. Only candidates approved for an interview will be contacted.

**What if I lose/forget my password?**

Click on the "Forgotten your password?" link on the login page and follow the instructions to reset your password.

**Will I be required to request my official transcripts be provided?**

Yes. If recommended for interview, candidates must request official transcripts (not issued to student) for each conferred degree be sent directly to the academic department from the conferring institution. Please note information regarding international degrees conferred.

**Will I be required to provide official transcripts for international degrees conferred?**

Yes. If transcripts are from a non-US institution, it is the responsibility of the prospective faculty member to have transcripts both translated into English (when needed) and evaluated by an approved credential evaluation organization from the list at this link: <http://www.naces.org/members.html>

**May I use personal recommenders when listing contact information for recommendations?**

Letters of recommendation must be from a PROFESSIONAL (not personal) source. The letters must be current and specific to the job posting and may not be provided from a general dossier. Recommenders should be external to MTSU whenever possible.

**Will I receive an interview for each job to which I apply?**

Not necessarily. The most qualified candidates will be approved for interview. While it is essential your application reflect your education and experience, we receive thousands of applications each year; therefore, only the most competitive candidates will be contacted for interview.

**How/when will my recommenders provide letters of recommendation?**

You will be required to provide names and contact information for three (3) recommenders during your online application. Letters of professional recommendation will only be required when an applicant is approved as a candidate for the interview pool. At that time, each of your recommenders will receive an invitation to provide a letter on your behalf. Our online application system will not only generate an invitation to your recommender, but also require and provide them with instructions to upload their recommendation letter as a pdf on your behalf. Letters of recommendation must be current and specific to the posting, should be on letterhead, and bear a physical signature. General dossier letters cannot be accepted.

**Can I save an application in the middle of creating it and come back later?**

Yes. When you are applying for a specific posting, you may save and return later by clicking "Save and exit." Please remember that unless you complete the application, attach all required documents, certify and submit, your application will be incomplete and cannot be considered.