

*Northwest Alabama Community College*  
**Special Appointment Faculty Application Check List**

**Name of Applicant:**

**Subject:**

**Submitted by:**

**Date:**

**Instructions for check list:**

All application packets are submitted to the Human Resources (HR) Coordinator. Complete the following checklist, ensuring that each submission is complete. Clip application materials together in the order noted below, and submit them in a manila envelope. The HR Coordinator will forward the packet to the SACSCOC Accreditation Liaison for review. Applicants must meet SACSCOC criteria before being added to the schedule. Please allow at least two weeks for this review.

**Application**

All sections complete

Signed by applicant

Dated by applicant

**Competency Statement**

Signed

Dated

Not applicable to this applicant

**Transcripts**

Graduate:

All transcripts submitted

Not applicable to this position

Undergraduate (required for all positions):

All transcripts submitted

**Documentation, including, as appropriate, in this order:**

Résumé

Not applicable

Letter(s) verifying employment in a related field

Not applicable

Certificates/licensures

Not applicable

Other (list below)

Not applicable

**List "other" documentation:**