

Faculty Applicant Packet

Thank you for prayerfully considering serving alongside of us here at Truett McConnell University!

This packet includes application instructions and a faculty employment application. Complete the application and submit it with the supporting materials listed below for consideration for a faculty appointment.

Our mission

Truett McConnell University prepares students to walk faithfully with Christ in their calling and career.

Our Baptist affiliation

Truett McConnell University has been affiliated with the Georgia Baptist Mission Board since its founding in 1946. The GBMB supports and affirms the Southern Baptist Convention and the Baptist Faith and Message 2000.

How to complete this packet

Download this fillable pdf **FIRST** before completing this application. Enter responses, save the file, close it, and reopen it to confirm your entries were saved. Enter N/A when an item does not apply. For longer responses, you may attach additional documents as needed.

Submission checklist

- ☐ Cover letter
- ☐ Completed and signed faculty employment application
- ☐ Current *curriculum vitae* with education and employment history
- ☐ Unofficial graduate transcripts
- ☐ Confidential Questionnaire (emailed to HR rmeggitt@tmu.edu)

Narrative statements may be completed in this application or attached separately. Unofficial transcripts are appropriate for the application packet only. If hired, original official transcripts are required. Follow the position posting for any additional materials if applicable.

Submission and Review

Submit by email

Email the completed application and supporting documents to academics@tmu.edu.

OR

Submit by mail

Truett McConnell University
Attn: Academic Services
100 Alumni Drive
Cleveland, GA 30528

Review process

You will be notified via email confirmation of receipt of your application. Please do not submit your application packet until it can be submitted in full (see "Submission checklist" on previous page). Applications are reviewed by the Vice President for Academic Services for completeness and preliminary consideration. Applications may then be forwarded to the appropriate School Chair for further review and evaluation.

Contact

Questions regarding completion of the application packet may be directed to Academic Services at 706-865-2134 ext. 2001.

Nondiscrimination statement

In compliance with all federal and state law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Truett McConnell University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, pregnancy, disability, or military service in its administration of education policies, programs, or activities; admissions policies; or employment. The University fully reserves all rights and exemptions under federal law.

Faculty Employment Application

Complete each applicable item and attach your current CV. Check the appropriate boxes below.

Full legal name

Preferred name and other names on academic records

Current position and school

Discipline(s)

Appointment sought - check ALL that apply

☐ Faculty with Rank (full-time)

☐ Lecturer (part-time)

☐ Adjunct (contracted per course)

☐ Graduate teaching assistant

Teaching interests - check ALL that apply

☐ On campus undergraduate

☐ Online undergraduate

☐ On campus graduate

☐ Online graduate

☐ Prison education ministry OCIS*

☐ Dual enrollment OCIS*

☐ Clinical supervision OCIS*

** OCIS - off campus instructional site*

Mailing address including city, state, and ZIP code

Email address

Telephone number

Available start date

How did you learn about this position?

Are you legally authorized to work in the United States?

☐ Yes

☐ No

Have you previously worked at or applied to TMU?

☐ Yes

☐ No

If yes, provide role or position and dates



Academic Credentials

Your attached CV should include your teaching experience, other relevant employment, scholarship, publications, and professional service.

List graduate degrees beginning with the highest. For a degree in progress, indicate its status and anticipated completion date. If you have more than 4 graduate degrees, please be sure each degree is listed on your CV.

Degrees

Institution	Degree	Major or field	Completion date

Relevant graduate coursework

Credentialing requires a graduate degree *and* at least 18 graduate semester credit hours directly related to the course(s)/subject(s) you intend to teach. List relevant coursework/transcript credit hours below; indicate semester or quarter hours for each course. A Graduate Teaching Assistant may be in process of obtaining a graduate degree but must still have at least 18 graduate semester credit hours directly related to the course(s)/subject(s) you intend to teach and will teach under a credentialed Professor of Record.

Course Number and Title	Credit Hours	Hour Basis	Course Number and Title	Credit Hours	Hour Basis
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr
		☐ Sem ☐ Qtr			☐ Sem ☐ Qtr

Relevant licenses or certifications, including expiration dates (if not included in your CV).



Teaching and Christian Faith

Applicant name

Testimony - describe how you came to faith.

Teaching philosophy - describe your approach to learning, instruction, assessment, and student mentoring

Faith integration - explain how you integrate a biblical worldview into your discipline and teaching

You may attach each of these narrative questions as separate documents. Enter "See attached" in the corresponding field and label the attachment with your name and the statement title.



Church and Mission Alignment

Current church name, location, and denomination or affiliation

Membership status and length of involvement

Pastor's name and contact information

Church service, ministry involvement, and discipleship activities

Mission alignment statement

Truett McConnell University prepares students to walk faithfully with Christ in their calling and career.

Explain why you wish to serve at TMU and how your teaching and service would support its Christian mission

Mission commitments

Check each statement you affirm. Explain any question or qualification in the space below or on an attachment.

- ☐ I acknowledge the TMU mission and commit to supporting its Christian mission.
- ☐ I acknowledge TMU's Georgia Baptist Mission Board affiliation.
- ☐ I have read the Baptist Faith and Message 2000 <https://bfm.sbc.net/bfm2000/>.
- ☐ I agree to teach and serve from a worldview consistent with the BF&M 2000.

Questions or qualifications concerning these commitments, if any

References

Provide three references who can speak to your teaching, professional qualifications, or Christian character. Include a pastoral or ministry reference where possible. Please inform references that you are listing them.

Reference 1

Reference 1 name and title

Reference 1 institution or church, relationship, and years acquainted

Reference 1 email and telephone

Reference 2

Reference 2 name and title

Reference 2 institution or church, relationship, and years acquainted

Reference 2 email and telephone

Reference 3

Reference 3 name and title

Reference 3 institution or church, relationship, and years acquainted

Reference 3 email and telephone

May TMU contact your current employer?

☐ Yes ☐ No ☐ Not applicable

Explain any contact restrictions, if applicable

Interviews

All faculty applicants must interview with at least two administrators.

Position Applied For	Required Interviews
Faculty with Rank	School Chair, VPAS, and President.
Lecturer	School Chair and VPAS.
Adjunct	School Chair and either the College Dean or VPAS.
Prison Education Ministry	School Chair and either the College Dean or VPAS.
Dual Enrollment at an OCIS	Approval from the OCIS director/principal and one additional TMU administrator.
Graduate Teaching Assistant	School Chair and either the College Dean or VPAS.

School Chair: Chair of the school to which you are applying. VPAS: Vice President for Academic Services. OCIS: Off campus instructional site.

Acknowledgments and Certification

Background report notice

Truett McConnell University (the "Company") may order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for the Company, may order additional background reports on you for employment purposes, to the maximum extent permitted by applicable law.

☐ I acknowledge receipt of the background report notice above.

This acknowledgment records receipt only. It does not authorize a background report. Any required standalone disclosure and authorization will be provided separately before screening.

Applicant certification

I certify that the information I have provided in this application and its attachments is true and complete to the best of my knowledge. I understand that material false statements or omissions may result in denial of employment or dismissal if hired. I understand that submitting an application does not guarantee an interview or employment.

☐ I affirm the applicant certification above.

Printed applicant name

Applicant signature (electronic signature acceptable)

Date signed

List attached documents or continuation pages