



Augusta, Georgia 30904-2200

College of Education
Department of Teacher Education
Phone: 706-737-1496
Fax: 706-729-2276

Thank you for your interest as a potential new or part-time instructor for the Department of Teacher Education. You will need to complete and return the following (attached) forms before your application can be processed:

- ___ Faculty Application Form
- ___ Employment Eligibility Verification Form (Form I-9)
Please fill out the appropriate portion of this form. The verification process must be done in person (see "Appropriate Documentation" below).
- ___ Pre-appointment Personal Data Form (PF-01)
- ___ Notarized Security Questionnaire/Loyalty Oath
Please note, both the Questionnaire and the Loyalty Oath areas will need to be notarized. ASU can notarize these for you when we do the verification process if you wish, just be sure not to sign them.
- ___ Copy of your Social Security Card
- ___ Copy of your Driver's License
- ___ Completed Criminal Background Check Form
- ___ Department of Teacher Education Information Sheet

You will also need to submit the following documents:

- ___ Official Graduate & Undergraduate Transcripts (**Only from colleges where degrees were earned**)
Transcripts can be mailed to: Attn: Teresa Johnson, Dept. of Teacher Education, Box 27, 2500 Walton Way, Augusta, GA 30904
Please note: Transcripts must be sent directly from the institution as we cannot accept transcripts issued to the student.
- ___ A Résumé or Curriculum Vitae
- ___ Three Letters of Recommendation with Signatures
These items can also be mailed to the above address or faxed to 706-729-2276 marked "Attn: Teresa Johnson, Department of Teacher Education."

Appropriate Documentation must be presented in person (no copies) before your application process is complete. The "List of Acceptable Documents" is located on the back of your I-9 form.

If you have any questions pertaining to this application packet, please contact Teresa Johnson at 706-737-1496 or tjohns45@aug.edu