

**Faculty Credentials Documentation Form**

Full-Time and Adjunct/Part-Time

This form is originated by the Department Chair at the time of hire for new faculty or as teaching responsibilities change for current faculty. This form is to be kept in the faculty member’s personnel file along with the resume/curriculum vitae, official transcripts for all degrees, and any other required documentation of credentials. *(See Policy AA:001 – Faculty Credentials)*

|  |  |
| --- | --- |
| Date: | College: |

***Section I. Faculty Information***

|  |  |
| --- | --- |
| Name: | |
|  Full-time tenure-track | Rank: |
| Full-time non-tenure track:   Pending\*   Permanent | Title: |
|  Adjunct/Full-time† | Title: |
|  Adjunct/Part-time‡ | Title: |
| Department: | |
| Program: | |

\*Includes Instructors who will be moved to tenure track upon completion of terminal degree.

†Includes instructors, clinical instructors and senior instructors in positions that are permanently non-tenure-track.

‡Use the Graduate Teaching Assistants (GTA) Credentials Form for GTAs. (See *Policy AA:001* for requirements.)

***Section II. Faculty Credentials--*Earned Degrees:**

|  |  |  |
| --- | --- | --- |
| Degree | Institution | Date |
| Doctorate Degree(s) (e.g., Ph.D. in Biology) | | |
|  |  |  |
|  |  |  |
| Master’s Degree(s): | | |
|  |  |  |
|  |  |  |
| Bachelor’s Degree(s): | | |
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Note that transcripts of faculty with degrees from institutions outside the U.S. need to be submitted to a qualified international educational consulting agency for the purpose of translation and/or determining equivalency of the degree to that of a degree from a U.S. regionally accredited institution of higher education before being used in the credentialing process. Both the original transcript from the institution and the transcript evaluation are included in the faculty member’s personnel file.

***Section III. Courses Credentialed to Teach as Instructor of Record***

List specific courses or groups of courses by **prefix**, **course number** and **course title** for any courses that the faculty member is credentialed to teach for each applicable credential type. Include ALL courses the faculty member will teach, even if the courses are not part of their typical load (add rows as needed).

*1. This faculty member is qualified to teach the following courses based on an earned terminal degree or earned non-terminal master’s degree in the discipline. (See Policy AA:001 – Faculty Credentials*

|  |  |  |
| --- | --- | --- |
| Prefix, Course Number and Course Title | Qualifying Degree from Section II | Graduate Faculty Status |
| For graduate courses (i.e., 400/500, 500/600, 600 and 700 level courses), check here to confirm that graduate faculty status has been obtained. |
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**AND/OR**

*This faculty member is qualified to teach the following undergraduate courses based on a graduate degree (master’s or above) in another discipline* ***PLUS*** *18 hours graduate level coursework in the discipline***.**

|  |  |
| --- | --- |
| Prefix, Course Number and Course Title | Degree and List of Courses. Include Prefix Course Number, Full Title of Course and hours. |
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|  |  |
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|  |  |

**AND/OR**

*3. This faculty member is qualified to teach the following courses based on alternate qualifications.*

Documentation for alternate qualifications may include: honors and awards indicating a unique knowledge of the discipline, externally validated related work or professional experiences in the field, professional licensure and certifications related to the assigned course(s), continuing professional development, relevant peer-reviewed publications and presented papers. The relationship between these alternate qualifications and the course content and each of the expected student learning outcomes of the course(s) assigned must be clear and documented. Any faculty credentialed to teach graduate level courses based on alternate qualifications is also required to have a graduate an earned doctorate/terminal degree, although that degree may be in a different related field. See *Policy AA:001* for further details.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| List specific course(s) by **prefix**, **course number, complete title** and **course description**. Complete the information for each course, including a list of evidence of the qualification(s) corresponding to the expected student learning outcomes and/or course content. Attach and hyperlink documentation of the alternate qualifications (see list above) in PDF format and include narrative information about each relevant qualification. | | | | | |
| Course Prefix, Number, and Title | Course Description | Course Student Learning Outcomes (Use as many rows as needed for each course.) | List Alternate Qualification(s) Alignment with Course Content/SLO | List evidence of qualification provided (Include documentation below the signatures.) Add hyperlink to the documentation. | Narrative and/or  Comments |
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**Section IV. Supporting Documentation**

\_\_\_\_ Transcripts of **all** academic work are included in personnel file.

\_\_\_\_ Resume/Curriculum Vitae is included in personnel file and/or attached here.

\_\_\_\_ Documentation and narratives for Alternate Qualifications, as indicated above, are included and hyperlinked.

**Section V. Approvals** (Print form for signatures and submit along with supporting documentation.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Approve \_\_\_\_ Deny

Department Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Approve \_\_\_\_ Deny

College Dean

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Review

Associate Provost/SACSCOC Accreditation Liaison

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ Approve \_\_\_\_ Deny

Provost

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