

This form to be completed by the Chair and approved by the Dean for each faculty hired. Include this form and faculty transcripts in the hiring packet forwarded to the Provost's office. This form is available on the Academic Affairs website.

**DOCUMENTATION OF QUALIFICATIONS FOR A FULL-TIME (FT)
OR PART-TIME (PT) FACULTY APPOINTMENT**

Date: _____ Faculty Member's Full Name: _____

Status (check one): Full time Part time Adjunct (includes GTA)

Rank (to include titles of impermanence such as Visiting): _____

Department and College: *Dept:* _____ / *College:* _____

Teaching Discipline: _____ Beginning semester: _____

Course Assignments or Level of Instruction (e.g., lower division, upper division, graduate) during current academic year: _____

Qualifications

The following information must be filled in for all graduate degrees:

Note: 'Issued to Student' transcript does not qualify as original, SACSCOC approved transcript.

Graduate Degrees

Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N	Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N
Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N	Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N

<p>Credentials: The faculty member is qualified to teach in the position due to (select one):</p> <p><input type="checkbox"/> Holds a Master's degree and 18 graduate hours in the discipline.</p> <p><input type="checkbox"/> Holds a Master's degree in the discipline</p> <p><input type="checkbox"/> Holds 18 graduate hours in the discipline (GTAs only)</p> <p><input type="checkbox"/> Holds a terminal degree in the discipline</p> <p><input type="checkbox"/> Other (Dean or Chair letter of support and documentation of the following applicable waivers is required):</p> <table style="width:100%; border: none;"> <tr> <td style="width:50%;"><input type="checkbox"/> Work experience</td> <td style="width:50%;"><input type="checkbox"/> Professional licensure</td> </tr> <tr> <td><input type="checkbox"/> Certificates</td> <td><input type="checkbox"/> Honors & Awards</td> </tr> <tr> <td><input type="checkbox"/> Excellence in Teaching</td> <td><input type="checkbox"/> Other competencies</td> </tr> </table> <p><input type="checkbox"/> Faculty Vita enclosed</p>	<input type="checkbox"/> Work experience	<input type="checkbox"/> Professional licensure	<input type="checkbox"/> Certificates	<input type="checkbox"/> Honors & Awards	<input type="checkbox"/> Excellence in Teaching	<input type="checkbox"/> Other competencies
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APPROVALS:

Dept. Chair _____	Date: _____
Dean _____	Date: _____
OAAP _____	Date: _____
Provost _____	Date: _____

(This document and the corresponding original transcripts remain in the Office of the Provost for SACSCOC accreditation purposes)