



## Faculty Credential and Qualification Form

**This form should be used for new hires or current faculty moving from a temporary part-time position to a regular full-time position.** The standard SACS credential for teaching graduate courses is either a terminal degree in the teaching discipline or a master's degree in the teaching discipline with a terminal degree in a related field. The minimum standard SACS credential for teaching undergraduate courses is either a master's degree in the teaching discipline or a master's degree in a related field with 18 graduate semester hours of earned coursework in the teaching discipline. At least 25% of undergraduate courses in the major must be taught by faculty holding the terminal degree in the teaching discipline.

**Expected Hire Date**

Instructor's Legal Name	Department/Division	Academic Rank	Status	Salary CIP Code
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Earned Degree(s) Information (list highest to lowest):

Degree	Discipline	Institution	Date Completed
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Anticipated Teaching Load:

Subject	Course	Short Title	Level
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Professional Licensures and/or Certifications (as required by program):

Additional Justification (related to courses taught):

If faculty qualifications cannot be established using standard SACS criteria and earned degrees, please provide additional justification for the teaching assignment by selecting the relevant checkbox below and explaining in the text box below. Clearly describe the relationship between these qualifications and the course content and/or expected outcomes of courses assigned to the faculty member.

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|--|---|--|
| <input type="checkbox"/> Degree(s) from related discipline | <input type="checkbox"/> 18 Graduate Semester Hours<br><small>(Highlight on Transcript)</small> | <input type="checkbox"/> Research and Publications Honors, |
| <input type="checkbox"/> Documented Teaching Excellence    | <input type="checkbox"/> Related Work/Professional Experience                                   | <input type="checkbox"/> Awards, Special Recognition       |

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*Academic Component Administrator*

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*Dean*

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*Director, Academic Credentialing & Compliance*

**Attachments:**

*Curriculum Vitae*

*Graduate Transcripts*

*Licenses/Certifications*