



This form is to be completed by the Chair and approved by the Dean for each faculty/adjunct/GTA 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: \_\_\_\_\_

Position:  Full time  Part time  Adjunct (if GTA) \_\_\_\_\_

Rate: \_\_\_\_\_ (Basis): \_\_\_\_\_

Dept: \_\_\_\_\_ College: \_\_\_\_\_ Team/ Discipline: \_\_\_\_\_

If hiring a GTA assistant, list the Instructor of Record for each course:

Example: LiAC 301 ACCT 301

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

Degree: _____ Year: _____ Institution: _____ Field: _____ (N P M D O H S O N E) Y N C P U Y N	Degree: _____ Year: _____ Institution: _____ Field: _____ (N P M D O H S O N E) Y N C P U Y N
CIP Code: _____	CIP Code: _____

Credentials: \_\_\_\_\_

High School Diploma  
 Master's Degree  
 High School Diploma (GAs)  
 Bachelor's Degree  
 Doctorate Degree (Dean's Chair or Department Chair)

International Experience  
 CE  
 Evaluation

Foreign  
 IV  
 U

APPROVALS:

Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
 SACSCOC Liaison: \_\_\_\_\_ Date: \_\_\_\_\_  
 Provost: \_\_\_\_\_ Date: \_\_\_\_\_