



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: _____ Faculty Member's Full Name: _____

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

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

Dept: _____ College: _____ Teaching Discipline: _____

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

Must List All Course Assignments (example: ACCT 1301) for the beginning semester:



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: _____ | |
| 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 CIP Code: _____ | 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 CIP Code: _____ |

Credentials: The faculty member is qualified to teach in the position due to (select one):

- Holds a Master's degree and 18 doctoral hours in the discipline.
- Holds a Master's degree in the discipline
- Holds 18 graduate hours in the discipline (GTAs only)
- Holds a terminal degree in the discipline
- Other additional qualifications (Dean or Chair letter of support and documentation of the following applicable waivers are required)

| | |
|-------------------------------------------------|-------------------------------------------------|
| <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 |

____ Faculty Vita enclosed

APPROVALS:

| | |
|-----------------------|-------------|
| Dept. Chair _____ | Date: _____ |
| Dean _____ | Date: _____ |
| SACSCOC Liaison _____ | Date: _____ |
| Provost _____ | Date: _____ |