Faculty Qualification Form

This form documents that instructional faculty meet SACSCOC qualifications for teaching. This form must be completed for all full-time and part-time employees who are or will be listed as instructors of record. Send this completed form, along with ALL supporting documentation, to Human Resources.

I: Employee Information:

Name: _____ Banner ID: _____

Check One: ☐ New Faculty ☐ Existing Faculty

Check all that apply: ☐ 12-Month ☐ 9-Month ☐ Adjunct

Qualifications Effective Term: _____

II. Eligibility

Qualifications listed on Nunez AA Policy 1.024 Professional and Educational Requirements for Faculty.

A. Transferable Courses

Hold an earned master's degree, or higher with significant graduate credit (18 hours) in the content area or a closely related area. OR hold a graduate degree and have demonstrated expertise in a content area through research, publication, professional experience, professional recognition or other demonstrable means or a combination of any of those criteria.

B. Non-Transferable Courses *(such as student development, study skills, job seeking, etc.,)*

Should hold an earned baccalaureate degree or higher with demonstrated training or experience in the area of instruction.

C. Career & Technical Education Courses *(not intended for transfer)*

Hold an earned or technical diploma, associate degree or higher. Faculty also hold any industry required certifications or licensure as required by relevant industry or regulatory agencies.

Additional credentials or experience may be required for particular departments, content areas or courses.

A. Degree Information

Colleges & Universities Attended	**Degree** (BS, MA, Ph.D., Ed.D.)	**Major**	**Minor**	**Data Awarded**

OFFICIAL transcripts must be provided for ALL degrees.

List specific courses related to the **Course(s)** the faculty member is being credentialed for:

Undergraduate or Graduate (U, G)	**Course Prefix** *(ACCT 2500)*	**Course Name** *(Payroll Accounting)*	**Credit Hours**

B. Other Qualifications

This section is REQUIRED for all faculty who DO NOT possess the minimum education requirement in the position description.

Supporting documents such as vitae, transcripts, copies of licenses and certifications, etc. ***MUST*** *be attached to this form prior to an instructor being assigned to a course.*

Types: Professional Licensure/Certification, Related Work Experience, Research/Publication, Awards, Excellence in Teaching, etc.

Qualification Type	**Expiration Date** (*if applicable*)	**Description**

III. APPROVED COURSES			
Course (*ACCT 1500: Payroll Accounting)*	Check ONE of the following:		
	Transferable Course	**Non-Transferable Course**	**Career & Technical Course**

Program Chair _____ Date _____ Divisional Dean _____ Date _____

Provost _____ Date _____