

Faculty Credential Review Process Form

Name of Department _____

Instructions: This form must be completed for each recommended applicant who will teach classes. Complete each column with the information requested at the top, in the order requested. In column four list the courses that comprise the 18 graduate semester hours in the teaching discipline as required by SACS. Courses in the discipline should not include methods courses (MATH 502 Topics in Math for Teachers) unless the teaching discipline is education, e.g., middles grades, secondary or elementary education. If a faculty member is teaching in two or more discipline areas or departments, list the courses taken in the discipline in which the heaviest teaching load occurs. This form must accompany the official transcripts and Recommendation for Employment of Faculty Personnel form submitted for any candidate applying for a teaching position. In unusual cases where the candidate does not possess the required academic credentials, outstanding professional experience and demonstrated contributions to the teaching discipline must be presented in lieu of formal academic preparation in column four. These candidates must have demonstrated exceptional scholarly or creative activity or professional experience.

1	2	3	4
Name of Faculty Member Full- or Part-time Rank Department	List each advanced degree, concentrations or major, and institution awarding the degree	List the courses that will be taught by prefix, number and title (the semester is not necessary)	List the prefix, number and title of graduate courses completed in each discipline to be taught (include certifications or other qualifications)

Verifying Signatures

Department Chair _____

Dean of School/College _____