

Faculty Credential Review Process Form

Instructions

This form must be completed for each recommended applicant who will teach courses. **Official transcripts** must be submitted from the issuing institution directly to a Fayetteville State University official for any candidate applying for a teaching position. All information should be verified by the Department Chair/Associate Dean and **appropriate documentation should be attached**.

In accordance with the [Employment Background and Reference Checks Policy](#), “All degrees awarded shall be from accredited institutions of higher education”.

Section I of this form is required for all incoming faculty/instructors.

Complete **Section II** of this form *if* an incoming faculty/instructor does not have a doctorate or highest degree offered in the discipline and does not have 18 graduate semester hours in the discipline being taught.

This form should also be used to update faculty/instructor information if there is a change in credentials earned and/or a program/discipline change that impacts the level and courses taught. **All appropriate document(s) should be attached in this case.**

Section I

Name _____ Semester: Year _____

College	
Department / School Name	
Program / Discipline Name	

SELECT THE RANK OR TITLE : *Select one*

<input type="checkbox"/>	Professor
<input type="radio"/>	Associate Professor
<input type="radio"/>	Assistant Professor
<input type="radio"/>	Fixed Term Faculty (at least one year commitment)
<input type="radio"/>	Adjunct Faculty (semester to semester)
<input type="radio"/>	Update Credentials/Course levels to be taught

Checklist for hiring faculty and instructors: *Check all that apply*

<input type="checkbox"/>	The faculty/Instructor has the <u>highest degree</u> in the discipline that they are being hired to teach
<input type="checkbox"/>	The faculty/Instructor has earned at least a master's degree or equivalent credential and <u>completed 18 hours of course work</u> in the discipline that they are being hired to teach
<input type="checkbox"/>	The faculty/Instructor has <u>completed 18 hours of course work</u> in the discipline that they are being hired to teach
<input type="checkbox"/>	The faculty/Instructor has the <u>highest degree in the discipline</u> in order to teach graduate level courses (<i>if applicable</i>)

***If none of the boxes are checked above complete Section II of this form.**

Instructions: Complete each column with the information requested in the order requested. In column four, list the courses that comprise the 18 graduate semester hours in the teaching discipline as required by SACSCOC. 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.

Name of Full time or Part-time faculty member / Instructor Credentials as stated on degree documents for:	List each advanced degree, discipline/concentrations or major and Institution Awarding the degree:	List the courses that will be taught by prefix, number and title:	List the prefix, number and title of graduate courses completed in each discipline to be taught that comprise the 18 graduate semester hours:

Section II

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. If the person being hired does not have a doctorate or highest degree offered in the discipline and does not have 18 graduate semester hours in the discipline being taught, then provide the appropriate information below **and attach documentation/evidence**. These candidates must have demonstrated exceptional scholarly or creative activity or professional experience.

Provide information about the outstanding professional experiences and demonstrated contributions (research, teaching appointments, certifications, recognitions, awards, professional activities, etc.) to the teaching discipline below.

Work Experiences in the Field: List Appropriate duties/responsibilities, Title, Employer

Professional Licensure/Certification: List Title, Dates, Agency Awarding

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Honors/Honorariums/Awards: List Title (purpose), Dates, Agency Awarding

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Other Evidence of Continuous Excellence in teaching or other competencies/achievements that contribute to effective teaching of student learning outcomes (creative/scholarly works, teaching evaluations, referred /professional presentations, distinguished professorships, etc.): List all Evidence

Required Signatures and Dates of Approval

Recommending Search Committee Chair _____ Date _____

Department Chair/Associate Dean _____ Date _____

Dean _____ Date _____

A signed copy of the Verification of Faculty Credentials form should be kept on file in the academic department/school and the Dean’s office in addition to the copy maintained in a file in the Academic Resources Management Office in the Office of Human Resources. Only the Department Chair/Associate Dean signatures are needed for adjunct faculty hires. All other faculty hires require all approval signatures.