**University of North Alabama Faculty Credentials Certification Form**

This form documents that instructional faculty meet SACS credential guidelines. This form must be completed for all full-time and adjunct instructors. Send an *electronic copy*, a *signed paper copy*, and all *supporting documentation* to the Dean of the College. The dean should forward all materials to the VPAA and Provost, Box 5041.

***Section I. Employee Information………………………………………………………………………………………………………………………....***

|  |  |
| --- | --- |
| **Name (*Last, First MI*):** «Banner\_Name» | |
| **College:** «College» | **Department:** «Department» |
| **Faculty Rank:** «Faculty\_Position» | |
| **Appointment:** «Faculty\_Status» | |

***Section II. Academic Credentials………………………………………………………………………………………………………………………...***

|  |  |
| --- | --- |
| Earned Degrees:  (***highest first: e.g., Ph.D. in Biology, University of Washington, 2005***) | Official  Transcript  on File (Y/N)? |
| «Terminal\_Degrees» | «Terminal\_Degrees\_Transcript\_on\_File» |
| «Masters\_Degrees» | «Masters\_Degrees\_Transcript\_on\_File» |
| «Bachelors\_Degrees» | «Bachelors\_Degrees\_Transcript\_on\_File» |
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***Section III. Course Assignments………………………………………………………………………………………………………………………...***

**List** course prefix, number, and title for courses instructor may teach **(e.g., BI 101, Introductory Biology; BI 306, Genetics; BI 415, Molecular Biology.)**:

|  |
| --- |
| «Courses\_Taught» |

***Section IV. Academic Credentials Justification for Course Assignments…………………………………………………..***

**SACS Faculty Credential Guidelines:**

1. **Faculty teaching graduate and post-baccalaureate course work:** earned doctorate/terminal degree in the teaching discipline or a related discipline.
2. **Faculty teaching undergraduate general education and/or baccalaureate courses:** doctorate or master’s degree in the teaching discipline **or** master’s degree with a concentration in the teaching discipline (a ***minimum of 18 graduate semester hours*** in the teaching discipline).

**List** instructor’sacademic credentials based on SACS faculty credentials guidelines that justify the course assignments listed above. Use the following format: **[Ph.D. in Basic Medical Sciences, University of South Alabama, 2005; M.Ed. in Education, University of West Florida, 1996. Graduate coursework in teaching field: Biochemistry I (3), Biochemistry II (3), Advanced Genetics (4),…]**

|  |
| --- |
| «Relevant\_Academic\_Degrees\_and\_Course\_Cre» |

***Instructor has a terminal degree in teaching or related discipline: «Terminal\_Degree\_in\_Teaching\_Field»***

***Instructor has a minimum of a master’s degree and 18 graduate semester hrs in teaching discipline:*** «M\_18\_Hrs\_Grad\_Work\_Teaching\_Field»

***Instructor has additional qualifications to justify course assignments; fill out Section V: «Other\_Qualifications»***