**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: «Additional\_Qualifications\_Needed»***

***Section V. Additional Qualifications…………………………………………………………………………………………………………………***

Complete this section to provide additional qualifications to meet the SACS credentials guidelines. Check all additional qualifications that apply and explain each checked item in the justification narrative. Indicate the dates of these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or the expected outcomes of the course assigned to faculty member (attach additional pages if needed). Supporting documents such as vita, official transcripts, copies of licenses and certificates, etc., should be submitted with this form.

|  |  |  |
| --- | --- | --- |
| «Additional\_Qualifications\_Needed» | Additional Qualifications | «Other\_Qualifications» |
| «Degrees\_from\_related\_discipline» | Degree(s) from related discipline. |
| «Research\_and\_Publications» | Research and Publications |
| «Professional\_licensure\_or\_certification» | Professional licensure or certification |
| «Special\_Training» | Special training |
| «Related\_Work\_Experience» | Related work experience (yrs) |
| «Documented\_teaching\_excellence\_in\_discip» | Documented teaching excellence in discipline |
| «Honors\_awards\_or\_special\_recognition» | Honors, awards, or special recognition |
| «Other\_competencies\_or\_achievements» | Other competencies or achievements |

Department chair signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VPAA signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_