



Faculty Certification of Credentials

Section 1: Employee Information

New Faculty Existing Faculty Full-time Adjunct

Instructor's Name: _____

Employee ID (from Colleague System): 0

Department: _____

Section 2: Credentials

Earned Degree (highest first)	Discipline/Degree of Major	Institution	Date Institution Accreditation Checked (m/d/yyyy)

Workforce: Number of years of direct or related work experience other than teaching _____

- Official Transcript Attached – Highlight all courses in teaching field considered to meet the criteria for faculty credentials, as defined by SACS.
- Official Transcript Not Attached – Instructor has been directed to submit official transcript(s) to the Office of Human Resources. (Official Transcript must be received in HR prior to instructor being offered a course for the next semester.)
- Official Transcript Not Required – SACS does not require a degree to teach in this program

Section 3: Certification

- Meets SACS Criteria for teaching field

- Meets SACS Criteria by Exception **** the following Documents are attached:**

Document List

- | | |
|--|--|
| <input type="checkbox"/> Letter from employer | <input type="checkbox"/> Letter from satisfied client/customer |
| <input type="checkbox"/> Proof of awards/commendations | <input type="checkbox"/> Copies of flyers from performances |
| <input type="checkbox"/> Publications | <input type="checkbox"/> Proof of commitment |
| <input type="checkbox"/> License/certificates | |

Dept Chair/Prog Coord Signature: _____ Date: _____

Division Director Signature: _____ Date: _____

Dean of Curriculum Programs Signature: _____ Date: _____



Faculty Credential File Check Sheet

- Faculty Certification of Credentials Form
 - All signatures included
 - All fields completed

- Official Transcript
 - Not photocopied
 - Not issued to student
 - Signed and dated by appropriate College Staff

- Current Vitae (within the past 5 years)

- Exception Justification documentation if needed

- Other: _____

Reviewed by: _____

Date: _____