

# Faculty Credentials Approval Form

Faculty Name \_\_\_\_\_

Employee ID# \_\_\_\_\_

Appointment Type: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Date of Hire \_\_\_\_\_

Department \_\_\_\_\_

Teaching Discipline \_\_\_\_\_ Non-Transfer \_\_\_\_\_ Transfer  
*(Multiple teaching disciplines will require multiple Faculty Credential Approval forms)*

## INSTRUCTIONS

Part 1 – Identify basis for teaching qualifications.

Part 2 – List specific qualifying credentials.

Part 3 – Designate courses qualified to teach.

Part 4 – Approve instructor’s qualifications through Human Resources.

Part 5 – Approvals

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## PART 1. CREDENTIALING REQUIREMENT CHECKLIST

### Transferable College-Level Courses

Master's degree or higher in the teaching discipline or qualifying field

OR

Master's degree in any discipline with 18 graduate semester hours in the teaching discipline or qualifying field.

OR

Alternative credentials with letter of rationale and documentation attached

### Non-Transferable College Level Courses

Bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

OR

Alternative credentials with letter of rationale and documentation attached.

### Laboratory

Bachelor's degree or higher in teaching discipline.

OR

Alternative credentials with letter of rationale and documentation attached

### Learning Support Courses

#### Learning Support Mathematics

Bachelor's degree in Mathematics

OR

Bachelor's degree in a qualifying field or Bachelor's degree with 18 graduate or undergraduate hours in a qualifying field or any combinations of 18 semester hours in the qualifying fields

OR

Master's degree in Mathematics or a Master's degree with 18 graduate semester hours in Mathematics

OR

Alternative credentials with letter of rationale and documentation attached

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**Learning Support Reading**

Bachelor’s degree in English, Reading, English Education, Adult Education or Reading Education and 9 semester hours in Reading (*graduate, undergraduate or a combination*)

OR

Master’s degree in Education and 9 semester hours in Reading (*graduate, undergraduate or a combination*)

OR

Master’s degree in Reading

OR

Alternative credentials with letter of rationale and documentation attached

**Learning Support Writing**

Bachelor’s degree in English or a qualifying field, (English Education, Literature, Technical Writing) and 18 semester hours in English (*graduate, undergraduate or a combination*)

OR

Master’s degree in English

OR

Master’s degree with 18 graduate semester hours in English

OR

Alternative credentials with letter of rationale and documentation attached

**PART 2. QUALIFYING CREDENTIALS**

**A. College Degrees**

*Degrees and transcripts (list highest to lowest). Check box if original transcript is on file.*

Transcript On File	Degree	Institution	Discipline	Year Completed

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**B. Semester Credit Hours in Discipline**

*Complete this section if Master's degree or higher are **not** in teaching discipline.  
(Semester hours/1.5 = Quarter hours).*

Graduate/ Undergrad.	Rubric/Number and Course Title	Credit Hours <i>Quarter (27)</i>	Credit Hours <i>Semester (18)</i>	Institution
<b>Total Credit Hours Earned</b>				

**C. Certificates or Licenses**

Copy On

File	Description	Agency	Number
	_____	_____	_____
	_____	_____	_____

**D. Teaching Experience**

Discipline	Institution	# of Years
_____	_____	_____
_____	_____	_____

**E. Other Qualifying Work Experience**

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**PART 3. COURSES QUALIFIED TO TEACH**

Courses Credentialed to Teach

Course Rubric & Number	Course Title	Credit Hours

**PART 4. VERIFICATION OF TRANSCRIPTS IN HUMAN RESOURCES**

All original and official transcripts are on file for all credentials listed under Part 2A above.

Some or all original and official transcripts are missing for the following institutions listed in Part 2A.

Note: These transcripts must be acquired as part of the Transcript Agreement above.

**PART 5. APPROVALS**

**For College Use Only**

We have examined appropriate documentation and certify that the above named faculty member meets credentialing requirements for courses to be taught.

Recommended for years \_\_\_\_\_ credit toward tenure and promotion.

Justification and rationale documentation are attached.

\_\_\_\_\_  
Curriculum Chair    Date

\_\_\_\_\_  
Dean    Date

\_\_\_\_\_  
Vice President for Academic Affairs                  Date