

**Faculty Credentials
New Hire Documentation**

This form should be completed for each new instructional hire and be submitted with the hire approval letter to Academic Affairs.

Date: _____

Faculty Name: _____

Hiring Department: _____

Courses to be taught (include prefix, number, and title):

Does the candidate possess the terminal degree in the teaching discipline directly related to the course(s) he or she will be teaching? **(If yes, stop here)** ☐ **No** ☐ **YES**

Does the candidate possess a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours) directly related to the course(s) he or she will be teaching? ☐ **No** ☐ **YES**

Will the candidate be assigned to graduate-level coursework? ☐ **No** ☐ **YES**

If the candidate does not possess a master's degree with a concentration in the teaching discipline, OR will be teaching graduate-level coursework, please complete the following.

In addition to the highest earned degree in a discipline, Institution may satisfy SACSCOC [faculty credentials guidelines](#) through demonstration of faculty competence, effectiveness, and capacity, including, as appropriate, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

Rationale for faculty credentials (Complete all that apply):

Extensive Work/Professional Experience in Discipline:

Discipline-Related Licensure and Certifications:

Discipline-Related Honors and Awards:

Extensive Publications and/or Presentations in Field:

Other:

Approvals:

Department Chair

Date

Academic Dean

Date