

Academic Preparation Certification Form*

Semester _____ Year _____ Department _____

Name of Instructor _____

For Part-Time Instructors and Graduate Teaching Assistants: Provide course title(s) and course number(s) (limited to 9 hours for adjuncts; 6 hours (or 2 courses) for graduate teaching assistants, extra compensation instructors and dual service contract instructors).

SACS Credential Guidelines

The comprehensive standards in SACS Principles of Accreditation (2001) include the following statement concerning the credentials of faculty. "The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, 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. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty." Further, criteria state "At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree-usually the earned doctorate-in the discipline".

Undergraduate Instruction

- Appointee is a graduate teaching assistant holding a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Appointee must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.
- Appointee holds, at a minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Graduate Instruction

- Appointee holds an earned doctorate/terminal degree in the teaching discipline or a related discipline.

Alternate Justification for Those Not Meeting Degree or Graduate Hour Requirements

- Appointee qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Where an exception is requested, provide the justification below and attach the supporting documentation to this request. For faculty justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licensures, relevant awards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification. A vita/resume, web pages, or other self-generated documents do **not** provide the appropriate level of documentation envisioned by this standard. Rather, documentation independent of the faculty member should be provided.

Documentation of Academic Preparation—Must Be Attached to Hiring Instrument or on File

The highest degree earned must be linked directly to the courses being taught. Example: A person holding an Ed.D. degree teaching math is acceptable providing he/she holds a master’s degree in math.

Effective January, 2004, all new faculty (full-time, part-time or graduate assistants designated as instructor of record), official transcripts of all degrees are required to qualify for appointment.

For previously employed part-time faculty (hired prior to January 2004), an official transcript for the highest earned degree is required as the minimum documentation.

International Candidates

The college dean accepts the international credentials as presented by the candidate. Official transcripts/diplomas are required. Dean’s Initials _____

Proficiency in Oral and Written Communication

TBR Policy 5:02:01:03 requires that “all faculty at Board of Regents institutions are proficient in oral and written English.”

Appointee meets TBR requirements for oral and written English proficiency.

Approval:

Department Chair _____ Date _____

College Dean _____ Date _____

Provost (if SACS exception) _____ Date _____

**Required for all teaching appointments including full-time, part-time, graduate teaching assistants designated as instructor of record, dual service and extra compensation instruction.
EVPP Office 05/01/06 Revised*