

# MTSU Academic Preparation Certification Form

Completion of this form is required for all teaching appointments including full time and part time (adjunct, graduate teaching assistants (GTAs) designated as instructor of record, dual enrollment, dual service, extra compensation, etc.) instruction.

**Academic degrees: List degree, major (as shown on transcript), institution (include city/state) and date of graduation or relevant coursework below. Note - this information is required in full for faculty teaching TN eCampus courses for upload to the TN eCampus Faculty Credential Database.**

Term \_\_\_\_\_ Year \_\_\_\_\_ Department \_\_\_\_\_

Full Name \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Doctoral degree(s)

Terminal degree in field? Yes No

Official transcript on file?\* Yes No

Master's degree(s)

Official transcript on file?\* Yes No

Bachelor's degree(s)

Official transcript on file?\* Yes No

**Required for part time instructors only:** Provide course title(s) and course number(s). Limited to 9 hours for adjuncts; 6 hours (or 2 courses) for graduate teaching assistants (GTAs), dual enrollment, dual service, and extra compensation part time faculty members).

**SACSCOC credentials guidelines:** The SACSCOC Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement (2018) states: "Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. ... While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching."

## Undergraduate instructors:

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 or periodic evaluations.

Appointee holds, at minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline).

## Graduate instructors:

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

Appointee holds graduate faculty status. Faculty member **must** have graduate faculty status in order to teach 5000, 6000, or 7000 level courses. Graduate faculty status expiration date: \_\_\_\_\_

Appointee holds a terminal degree in the teaching discipline or a related discipline. Graduate faculty renewal required. Graduate faculty application submitted on: \_\_\_\_\_

Term \_\_\_\_\_ Year \_\_\_\_\_ Department \_\_\_\_\_

Full Name \_\_\_\_\_

**Alternate justification (provide 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 in the space 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 licenses, relevant rewards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification. A curriculum vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, provide documentation independent of the faculty member.

**Documentation of academic preparation - must be attached to hiring instrument or on file**

The highest degree earned must relate directly to the courses taught. Example: A person holding an Ed.D. degree teaching math is acceptable provided he/she holds a master's degree in math.

New faculty hired in January 2004 and later (both full time and part time as identified on page 1) are required to provide official transcripts\* for all degrees to qualify for appointment. Part time faculty originally hired prior to January 2004 require an official transcript\* for the highest earned degree as minimum documentation.

*\*Official transcripts are maintained in the Office of the University Provost*

**International candidates**

The college dean accepts the international credentials as presented by the candidate. International transcripts/diplomas translated to English and evaluated by a foreign credential verification company are required.

Dean's Initials \_\_\_\_\_

**Proficiency in oral and written communication**

MTSU Policy 207 requires that "all new faculty, full-time and part-time, as well as graduate assistants who will be in a position to instruct students, are proficient in the English language."

Appointee meets MTSU requirements for oral and written English proficiency

**Proficiency in online teaching**

If this faculty member is to teach online courses, training in the University supported course management system (currently Desire2Learn) and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

Appointee meets online teaching requirements

Appointee is not scheduled to teach online courses

**Approval:**

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

College Dean \_\_\_\_\_ Date \_\_\_\_\_

Provost (if SACSCOC exception) \_\_\_\_\_ Date \_\_\_\_\_