

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

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

Master's degree in any discipline with 30 graduate semester hours in the teaching discipline.

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.

Laboratory

Bachelor's degree or higher in teaching discipline.

Learning Support Courses

Learning Support Mathematics

Baccalaureate degree in Mathematics

OR

Baccalaureate degree in a field related to Mathematics (*Physics, Engineering or Computer Science*) and 18 semester hours in Mathematics (*graduate, undergraduate or a combination*)

OR

Baccalaureate degree in Education and 18 semester hours in Mathematics (*graduate, undergraduate or a combination*)

OR

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

Learning Support Reading

Baccalaureate degree in Education and professional teaching license for grades 1-8 or middle school certification with an emphasis in Language Arts or Reading 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

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Learning Support Writing

Baccalaureate degree in English or related area (Journalism) 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

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B. Semester Credit Hours in Discipline

*Complete this section if Master's degree or higher are **not** in teaching discipline.*

Graduate/ Undergrad.	Rubric/Number and Course Title	Credit Hours	Institution
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
GR UG	_____	_____	_____
Total Semester Hours		_____	_____

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C. Certificates or Licenses

Copy On File	Description	Agency	Number
_____	_____	_____	_____
_____	_____	_____	_____

D. Teaching Experience

Discipline	Institution	# of Years
_____	_____	_____
_____	_____	_____

E. Other Qualifying Work Experience

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.

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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