# Tenure-Track Faculty Certification of Credentials Form

**Complete this form for new tenure-track faculty per the Academic Credentials Guidelines only if:**

1. The instructor is teaching **graduate** courses and does not have one of the terminal degrees listed in the Guidelines.
2. The instructor is teaching **undergraduate** courses and does not have one of the terminal or master’s degrees listed.
3. The Guidelines state that **justification** is required or that you must specify the 18 graduate credit hours relevant to the course(s).

Tab through the form fields or click to enter text. Click to select or de-select a checkbox. Fields will expand to fit contents.

|  |  |  |  |
| --- | --- | --- | --- |
| Person completing form: |       | **Date:** |       |

## Section 1: Instructor of Record Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: |       | First Name: |       | Middle: |       |
| Hiring Department: |       | College: |  [ ]  CCCAS [ ]  CEHHS [ ]  CBE |
| Tenure Track Rank:  | [ ]  Instructor [ ]  Assistant Professor [ ]  Associate Professor [ ]  Professor |
| First semester of teaching in department: [ ]  Fall [ ]  Intersession [ ]  Spring [ ]  Summer Year:       |

## Section 2: Course Information

*List the course prefixes and levels of* ***all disciplines the instructor is qualified to teach****.*

|  |  |
| --- | --- |
| ***Course Prefix*** | ***Level*** *(check all that apply)* |
|       | [ ]  Undergraduate [ ]  Graduate |
|       | [ ]  Undergraduate [ ]  Graduate |
|       | [ ]  Undergraduate [ ]  Graduate |

## Section 3: Graduate Degrees

*List all* ***earned graduate degrees*** *that are related in any way to the courses to be taught.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Degree*** | ***Major Field*** | ***Minor Field*** | ***Year*** | ***Institution*** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

*For a* ***relevant graduate degree in progress****, indicate the anticipated year of completion.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Degree***  | ***Major Field*** | ***Minor Field*** | ***Year*** | ***Institution*** |
|       |       |       |       |       |

## Section 4: Coursework and Other Qualifications

*If the faculty member doesn’t possess the terminal degree, special procedures in the FPPM must be completed prior to hire. Additionally, relevant graduate coursework related to the discipline (****course numbers, titles and credit hours*** *as shown on the transcripts) should be listed below.*

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|       |

*List* ***additional qualifications*** *related to the courses to be taught. This includes professional licenses and certifications, non-teaching experience, honors and awards, and scholarly publications.* *In all cases, clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the course(s) assigned to the instructor. For professional licenses and certifications, include the full name of the granting organization, the type of license or certification, and the dates.*

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## Section 5: Approvals

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| --- | --- | --- | --- |
| Department Chair: |  | Date: |  |
| Dean: |  | Date: |  |
| Associate PVPAA: |  | Date: |  |

**Send this completed form with the Hiring Report and a current CV to Academic Affairs.** If transcripts were provided by the candidate, please include them. Please do not staple this form to the hiring report, CV or transcript. Official transcripts must be sent to Academic Affairs as soon as possible after the contract is signed.