

## Faculty Certification of Credentials Form

This form will document that instructional faculty meet university and SACSCOC accreditation qualifications for teaching. This form must be completed for all full-time and part-time employees who are or will be listed as instructors of record. The completed form will be signed by the chair, then the college dean, and, along with any supporting documentation, sent to the SACSCOC Accreditation Liaison. Approved packets will then be forwarded to the Office of Instruction/Provost.

## Section 1: Employee Information

Academic Unit:

Check One: New Faculty ☐

Existing Faculty ☐

Instructor's Last Name:

First Name:

Middle Initial:

MDCC ID (if known):

Position Type: Instructor ☐Adjunct  $\square$ Staff ☐

Effective semester:

## Section 2: Earned Degree Information

Degree (highest first)	Earned (Y/N)	Discipline/Major of Degree	Institution	Month/ Year	Official Transcript on File (Y/N)? <sup>1</sup>

**Section 3: Credentialing of each instructor is based on the Institution's Faculty Credentials Policy. For any instructor who does not have the academic degree credentials for a specific discipline or sub-discipline, the "Additional Qualifications" column must be checked, and narrative provided in the relevant cell(s) in Section 4.**

1. **Faculty teaching undergraduate general education courses:** doctorate or master's degree in the teaching discipline or related discipline, or a master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
2. **Faculty teaching associate degree courses designed for transfer to a baccalaureate degree:** doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
3. **Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree:** bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline. List course prefix of teaching discipline(s) for which instructor is qualified to teach, OR list specific courses within a discipline as appropriate.

[illegible]

<sup>1</sup> Official transcripts must be on file in the Provost's office for all degrees earned and for coursework utilized for credentialing purposes.

<sup>2</sup> If checked Section 4: Additional Qualifications MUST be completed.

#### Section 4: Additional Qualifications

Complete for all instructional faculty who are NOT degree qualified according to the guidelines documented in Section 3. Please check all Additional Qualifications that apply and **explain each checked item** in the Justification cell provided. Expand the box as needed to provide a complete justification narrative that demonstrates how the employee's additional qualifications relate to specific coursework to be assigned. **Supporting documents such as vitae, transcripts, copies of licenses and certifications, and any others must be submitted with this form.**

<input checked="" type="checkbox"/>	Additional Qualifications	Justification (a narrative that <u>clearly</u> makes the connection between the additional qualifications selected and the proposed coursework)
<input type="checkbox"/>	Degree(s) from related discipline	
<input type="checkbox"/>	Research and Publications	
<input type="checkbox"/>	Special training/certifications	
<input type="checkbox"/>	Related work experience	
<input type="checkbox"/>	Documented continuous teaching excellence in discipline	
<input type="checkbox"/>	Honors, awards, or special recognition	
<input type="checkbox"/>	Other competencies or achievements	

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Department Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean signature  
(Provost for Academic Units): \_\_\_\_\_ Date: \_\_\_\_\_

SACSCOC Liaison signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Effective Date:  
Form Revised: 2/06/25