

Form A: Certification of Credentials and Qualifications for a Faculty Appointment

(Please see *Guidelines: Faculty Competence and Qualifications* for additional information.)

To be completed by the department chair (or designee), approved by the dean, the SACSCOC liaison, and the Provost, and filed in the Office of the Provost for every Instructor of Record.

Faculty Information

The effective term is the first term the faculty member will teach the course(s). Indicate the faculty type.

Name of Appointee: _____

Faculty Type:

- Assistant/Associate/Professor
- Instructor/Senior Instructor
- Visiting Asst/Assoc/Professor
- Adjunct Faculty

Effective Term: _____

Assigned Citadel Course(s)

| Course Prefix | Course Number | Course Title | Course Level (undergraduate or graduate) |
|---------------|---------------|--------------|---|
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Course(s) from Faculty Transcript – List the courses from the transcript that apply to the assigned courses above

| Course Prefix | Course Number | Course Title | Assigned Course This Applies To |
|---------------|---------------|--------------|---------------------------------|
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| | | | |
| | | | |
| | | | |

For Reference Only

Degree Documentation

Check ONE. Attach required official document(s) and CV. For multiple degrees, attach each transcript.

Official transcript(s) from a U.S. Institution

Official transcript(s) from a U.S. institution accredited by a regional accrediting agency have been requested by the candidate from the degree-granting institution to be sent directly to The Citadel (attn: Jane Clegg). Unofficial transcripts can be used for review purposes only and cannot be accepted for the official faculty file.

Official transcript(s) are already on file at The Citadel

Confirm with Jane Clegg.

Degree is from a non-U.S. institution.

An official evaluation agency verifying the **U.S. equivalency** of the degree, including a translation, if needed, is attached (or was ordered on: _____ and unofficial records are attached). (Official documents required, form updated by the Office of Provost upon receipt).

4. Degree Information

List highest degree earned. List additional degree(s) if the highest degree is not sufficient for credentialing. If more than one degree is required to credential a faculty member, official transcripts for all degrees should be on file.

| Degree | Discipline/Major of Degree (verbatim from transcript) | Date Awarded | Institution |
|--------|--|--------------|-------------|
| | | | |
| | | | |

Signatures:

Program Coordinator: _____

Date: _____

Department Chair: _____

Date: _____

Dean: _____

Date: _____

SACSCOC Liaison: _____

Date: _____

Provost: _____

Date: _____

Form B: Statement of Alternative Qualifications

(If Applicable)

For some teaching assignments, additional justification is required to document appropriate qualifications. Primary examples are if the faculty hire/member does not hold degree(s) in the teaching discipline of their teaching assignment or in rare cases when a faculty hire/member holds a degree at the same or lower level than the level at which the assigned course is taught. In such cases, this form is used to highlight relevant experiences that qualifies them to teach their assigned courses. Other criteria that may be considered in justifying the case for credentials include the following, as they relate to the teaching assignment: peer-reviewed publications, professional work experience, professional licensure or certifications, special training, documented excellence in the teaching discipline, or honors and awards.

Faculty candidate is alternatively qualified to teach assigned course by the following criteria: (Check all that apply). Please complete all applicable sections below. For each section, **describe the relationships between each qualification and the course(s) assigned.** Delete any headers that are not used and delete the instructional text under each section.

* If there are numerous listings, describe the qualification, cite a few examples, and then highlight all listings that apply on an attached copy of the CV.

‡ Attach any supporting documentation or evidence of the achievement of this qualification.

Research and Publications*

In this section, highlight research and publications that apply. If there are numerous listings, describe the research, cite a few examples, and then highlight all listings that apply on an attached CV. Describe the relationship between these qualifications and the course(s) taught.

For Reference Only

Related Work Experience

Please describe related work experience and include dates and titles. Describe the relationship between these qualifications and the course(s) taught.

Professional Licensure or Certification ‡

Please describe and include titles, dates, and a copy of the documentation. Describe the relationship between these qualifications and the course(s) taught.

Special Training ‡

Please describe with dates and include any relevant documentation. Describe the relationship between these qualifications and the course(s) taught.

Documented Teaching Excellence in Discipline †

Please describe with dates and include any relevant documentation, such as evaluations. If there are numerous listings, summarize the teaching excellence, cite a few examples, and highlight all listings that apply on an attached photocopy of the CV. Describe the relationship between these qualifications and the course(s) taught.

Honors, Awards, or Special Recognition * †

Please describe all that apply. If there are numerous listings, describe the honors, cite a few examples, and highlight all listings that apply on an attached photocopy of the CV. Describe the relationship between these qualifications and the course(s) taught.

For Reference Only

Other Competencies or Achievements *

Please describe all that apply. Use this heading to describe any activities or experiences not discussed above that to add to justification of qualifications for assigned course(s).

Signatures:

| | |
|----------------------------|-------------|
| Program Coordinator: _____ | Date: _____ |
| Department Chair: _____ | Date: _____ |
| Dean: _____ | Date: _____ |
| SACSCOC Liaison: _____ | Date: _____ |
| Provost: _____ | Date: _____ |