**SACSCOC Standard 6.2a**

**FACULTY CREDENTIAL EVALUATION GUIDELINES**

**PART I – ACADEMIC QUALIFICATIONS**

**Undergraduate**

**Credentials must directly relate to the subject (course) being taught – The institution follows** *SACSCOC’s minimum requirement for faculty teaching baccalaureate courses is a master's degree and at least 18 graduate hours in the discipline they are teaching, whether their degree is in that discipline or another field. This represents two distinct requirements:* To be credentialed to teach baccalaureate courses at Athens State University, faculty should possess a doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

There are instances in which faculty with a master’s or doctoral degree outside a defined discipline may be qualified to teach a particular course based on other credentials or qualifications. In such cases, the alternate qualification(s) should be fully explained, justified, documented by the College Dean, and approved by the Provost/Vice President for Academic Affairs.

**Graduate**

*SACSCOC’s minimum requirement for faculty teaching graduate and post-baccalaureate coursework is an earned doctorate/terminal degree in the teaching discipline or a related discipline.*

*For undergraduate or graduate faculty members who teach courses that are clearly and unequivocally within the discipline in which they earned their graduate degree(s), a single set of credentials will be needed to cover their entire teaching assignment. However, those who teach a diversity of courses that cross disciplines, or those who have gone into different areas of interest or a different discipline than they studied in graduate school may require more documentation and/or explanation of their credentials. In cases where a faculty member teaches a four-course load of diverse or interdisciplinary courses, it is possible that four sets of credentials and/or narrative justifications, one for each course they teach, may be required to satisfy SACSCOC standards.*

**List the earned academic degrees, diplomas, and certificates that help qualify the instructor to teach the listed courses, including undergraduate degree. Indicate the discipline (concentration or major) of each degree, the institution that awarded the degree, and the total number of graduate semester hours earned in each discipline in which courses will be taught. Listing additional qualifications such as other specific course titles and number of semester hours awarded at the undergraduate or graduate level relevant to the courses assigned could also be helpful in building a case for qualified faculty.**

**PART II – ALTERNATE/PROFESSIONAL QUALIFICATIONS**

**Qualifications are not limited to graduate degrees/coursework -** *There are instances in which faculty with a master’s or doctoral degree outside a defined discipline may be qualified to teach a particular course based on their other credentials or qualifications. In such cases, the alternate qualification(s) should be fully explained, justified, documented by the College Dean, and kept on file in the Office of Academic Affairs.*

**List additional qualifications such as related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.**

**PART III – SEARCH COMMITTEE CERTIFICATION (When Applicable)**

**The chair of the search committee should check appropriate boxes to certify that credentials were reviewed and approved by the search committee.** **Faculty Credential Approval Form**

**Full-time and Part-time Faculty**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PART I – Qualifications | | | | | | | | | |
| Name: | | | | | | Full-time | | Part-time | |
| Discipline (concentration or major): | | | | | | Teaching Assignments (current or future)  List prefix and number for **all** courses that can be taught: | | | |
| **ACADEMIC QUALIFICATIONS** | | | | | | | | | |
| EDUCATION – List ALL earned academic degrees that qualify the faculty member to teach the courses listed above (including under | | | | | | | | | |
|  | Year | | Major Field | | Degree | | Institution | | |
| 1. |  | |  | |  | |  | | |
| 2. |  | |  | |  | |  | | |
| 3. |  | |  | |  | |  | | |
| 4. |  | |  | |  | |  | | |
| Primary Teaching Field: | | | |  | | | No. graduate hrs. in field: | |  |
| Secondary Teaching Field: | | | |  | | | No. graduate hrs. in field: | |  |
| **ALTERNATE/PROFESSIONAL QUALIFICATIONS** | | | | | | | | | |
| List any work experience, licensure, certifications, etc. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member. | | | | | | | | | |
|  | | | | | | | | | |
| PART II – check appropriate box(es) | | | | | | | | | |
|  | | Official transcript attached. Highlight all courses in teaching field considered to meet the criteria for faculty credentials as defined by SACSCOC | | | | | | | |
|  | | Unofficial transcript attached. Faculty member has been informed to request and to submit all official transcripts to the Office of Academic Affairs. | | | | | | | |
|  | | Meets qualifications through alternate/professional qualifications. Documentation is attached clearly describing the relationship between other qualifications and the course content and/or expected outcomes of the course assigned. | | | | | | | |
| **PART III** | | | | | | | | | |
| Graduate courses completed meets criteria:  Yes  No | | | | | | | | | |
|  | | Master’s and/or Doctoral Degree and 18 graduate hours in teaching discipline; or | | | | | | | |
|  | | Meets criteria through alternate qualifications (Attach documentation of all qualifications) | | | | | | | |
| APPROVAL OF ACADEMIC CREDENTIALS: | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Search Committee Chair/Credential Reviewer  College Dean:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Provost/Vice President  of Academic Affairs:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| OFFICIAL TRANSCRIPTS RECEIVED IN THE OFFICE OF ACADEMIC AFFAIRS | | | | | | | | | |
| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |