

## University of the Cumberland Faculty Credentialing Form

This form documents that instructional faculty meet SACSCOC credential guidelines. This form must be completed for all full-time and adjunct instructors.

### Section I. Employee Information

<b>Name (Last, First MI):</b>		
<b>School/Dept.:</b>		
<b>Faculty Position:</b>	<input type="checkbox"/> <b>Full-time Professor</b>	<input type="checkbox"/> <b>Full-time Assoc. Professor</b>
	<input type="checkbox"/> <b>Full-time Asst. Professor</b>	<input type="checkbox"/> <b>Full-time Instructor</b>
	<input type="checkbox"/> <b>Part-time/Adjunct</b>	<input type="checkbox"/> <b>Other</b> _____
<b>Ethnicity/Race:</b>		
<input type="checkbox"/> White	<input type="checkbox"/> Hispanic/Latino	<input type="checkbox"/> Black/African American
<input type="checkbox"/> Native American	<input type="checkbox"/> Asian / Pacific Islander	<input type="checkbox"/> Other

### Section II. Course Assignments

List course prefix, number, and title for courses the instructor will be teaching

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### Section III. Academic Credentials Justification for Course Assignments

#### SACSCOC Credentials Guidelines:

1. Faculty teaching undergraduate general education and/or baccalaureate courses: Doctorate or Master's degree in the teaching discipline or Master's degree with a concentration in the discipline (a minimum of 18 graduate semester hours in the teaching discipline).
2. Faculty teaching graduate and post-baccalaureate course work: Earned Doctorate/ terminal degree in the teaching discipline or a related discipline (a minimum of 18 hours above the Master's degree in the teaching discipline).

<b>Academic Degrees &amp; Coursework (Highest first: e.g., Ph.D., University of the Cumberland, 2015)</b>

Official Transcripts on File:	
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List academic credentials based on SACSCOC guidelines that justify the course assignments listed above

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	Instructor has terminal degree in teaching or related discipline with at least 18 hours above the Masters in teaching discipline
	Instructor has a minimum of a Master's degree and 18 graduate semester hours in teaching discipline
	Instructor has additional qualifications to justify course assignments

**Section IV. Additional Qualifications**

Complete this section to provide additional qualifications to meet the SACSCOC credentials guidelines. Check all additional qualifications that apply and explain each checked item in the justification narrative. Indicate the dates of these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or the expected outcomes of the course assigned to faculty member (attach additional pages if needed). Supporting documents such as vita, official transcripts, copies of licenses and certificates, etc., should be submitted with this form.

Related work experiences in the field, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty would be eligible to teach	
College degree closely related to the teaching field, including number of college credits earned in teaching field or closely related field	
Special Training	
Reputation, especially at the state, national and international level	
Professional licensure and certifications	
Honors and awards	
Continuous documented excellence in teaching	
Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes	

**Chair/Dean (Unit Head):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director of Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP of Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Request for an Exception for Faculty Credentials

**TO:** Dr. Chris Leskiw, VP of Academic Affairs

**FROM:**

**DATE:**

I request an exception for *(name)* to teach  
 \_\_\_\_\_ *(list the courses)* for the semester/year \_\_\_\_\_.

*According to SACSCOC guidelines listed below, in cases where someone lacks the appropriate degree.*

*The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of all its faculty.*

An exception should be granted on the basis of (check all that apply):

	Related work experiences in the field, including length of service, complexity of work, and closeness of the relationship between work performed to courses the faculty would be eligible to teach
	College degree closely related to the teaching field, including number of college credits earned in teaching field or closely related field
	Special Training
	Reputation, especially at the state and national level
	Professional licensure and certifications
	Honors and awards
	Continuous documented excellence in teaching
	Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes

I provided a detailed justification below for each item checked.

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Submitting Dean/Chair Signature

Date

- Approved
- Not approved

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Dr. Chris Leskiw, VP of AA

Date

*Exception requests must be submitted and approved prior to scheduling the class. If this request is not approved, the above individual may not teach.*

SAMPLE