**Request for Justifying and Documenting**

**Qualifications of Faculty**

**Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For each of the faculty members listed below, the committee either found the academic qualification of the faculty member to be inadequate and/or the institution did not adequately justify and document the faculty member’s other qualifications to teach the identified course(s). For each case, the committee checked the column appropriate to its findings and provided additional comments if needed to clarify the concern.

The institution is requested to submit additional justification and documentation on the qualifications of each of the faculty member listed. When responding, the institution should use SACSCOC’s “Faculty Roster Form: Qualifications of Full-Time and Part-Time Faculty” and its “Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty,” which can be accessed under the Institutional Resources tab of the Commission website: [*www.sacscoc.org*](http://www.sacscoc.org)*.* Read the instructions carefully and pay close attention to the section “Providing Information that Establishes Qualifications.” The completed form, or similar document, should be included as part of the institution’s formal response to SACSCOC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **Name of Faculty Member** | **Course(s) in Question** | **Inadequate Academic Qualifications** | **Insufficient**  **Justification of Other Qualifications** | **Comments**  (if needed) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Form Adopted: January 2007*

*Updated: January 2020*