

Faculty Certification of Credentials

This form documents that instructional faculty meet SACS 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. **Send this completed form, along with any supporting documentation,** to the Office of the Provost, One Bear Place # 97014, CAMPUS.

Section 1: Employee Information

Check One: New Faculty Existing Faculty

School/College/Academic Unit: _____ Department: _____

Instructor's Last Name: _____ First Name: _____ Middle Initial: _____

Baylor ID (if assigned): _____ Academic Rank: _____

Check all that apply: Tenured/Tenured Track Visiting Lecturer Part-Time GTA Staff Other (specify) _____

Section 2: Earned Degree Information

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

Section 3: Eligibility

List course prefix of teaching discipline(s) for which instructor is qualified to teach according to the SACS Degree Guidelines listed below:

Faculty teaching undergraduate general education and/or baccalaureate courses: doctor's 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).

Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Course Prefix of Teaching Discipline	Check ONE of the following: Instructor qualified to teach...		Check ONE of the following: Qualification based on...	
	BOTH Baccalaureate and Graduate courses	ONLY Baccalaureate courses	SACS Degree Guidelines	Additional Qualifications ²

¹ If no official transcript is on file in the Provost's office for highest degree earned, please request instructor to secure the official transcript and include with this form

² If checked, complete Section 4: Additional Qualifications

Section 4: Additional Qualifications

Complete this section for all instructional faculty who are NOT degree qualified according to the SACS Degree Guidelines documented in Section 3. Please check all Additional Qualifications that apply, and **explain each checked item** in the space provided. Supporting documents such as vitae, transcripts, copies of licenses and certifications, etc. should be submitted with this form.

<input checked="" type="checkbox"/>	Additional Qualifications	Justification Narrative
	Degree(s) from related discipline	
	Research and Publications	
	Professional licensure or certification	
	Special training	
	Related work experience	
	Documented teaching excellence in discipline	
	Honors, awards, or special recognition	
	Other competencies or achievements	

Department chair signature: _____ Date: _____

Dean's signature _____ Date: _____