

New Faculty []

Change to Existing Faculty Status []

Term Effective _____

College of Charleston
Certification of Credentials and Qualifications for Faculty Appointment
Undergraduate Courses Only

(To be completed by the dean, chair, or other designated administrator)

Faculty Appointment Information (fill in all blanks)

Department: _____ Faculty Rank: _____

Name of Appointee: _____

Birth Date (mo/day/yr): _____ SS#: _____

Highest Degree Earned: _____

Institution Granting Degree: _____ Year Degree Awarded: _____

Field of Study: _____ Teaching Field: _____

Credentials and Qualifications (check all that apply)

The Southern Association of Colleges and Schools (SACS) has established minimum qualifications for faculty. This form documents that faculty being appointed do meet these standards or, in exceptional cases, ensures that adequate justification of alternative qualifications has been presented and approved.

Please note that a packet of candidate information must accompany this form which includes: the CV, the official transcripts. If applicable, the adjunct contract, Statement of Alternative Qualifications, and foreign transcript documentation must also be attached.

The documentation is: attached already on file in AAPA (for Change to Existing Faculty Status)

Section 1

- 1A. The highest degree earned is from an institution accredited by a regional accrediting agency (each geographic region of the US has an accrediting agency equivalent to SACS).
- 1B. English is the first language of the faculty member, or if not, competency in spoken English has been demonstrated to the satisfaction of the Department Head.
- 1C. The highest degree earned is from a foreign institution (must attach foreign transcript, certified translation, and document certification from a certification agency).

Section 2 (No Statement of Alternative Qualifications Required)

The highest degree earned is:

- 2A. the terminal degree in the teaching discipline.
- 2B. a Master's degree or at least 18 graduate hours in the teaching discipline.
- 2C. to be awarded on (mo/yr) _____ and is the terminal degree or a Master's degree in the teaching discipline.

Section 3 (Statement of Alternative Qualifications Required)

- 3A. The appointee holds a terminal degree, a Master's degree or at least 18 graduate hours **but NOT in the teaching discipline.**
- 3B. The appointee does **NOT** hold a terminal degree, a Master's degree or at least 18 graduate hours.

Certified by:

Approved by:

Department **Date**

Dean **Date**

Approved by (only required for Section 3):

Approved by:

SACS Liaison **Date**

Academic Affairs **Date**

AAPA Use Only

() new faculty or () info update; if adjunct: () reg / () cont / () consort; () offer letter/contract attached
() transcript on file in AAPA () Vitae attached; Statement of justification: () 3A () 3B
Date entered in HRS: _____ Initials: _____