



This form is to be completed by the Chair and approved by the Dean for each faculty/adjunct/GTA hired. Include this form and faculty transcripts in the hiring packet forwarded to the Provost's office. This form is available on the Academic Affairs website.

**DOCUMENTATION OF QUALIFICATIONS
FOR A FULL -TIME (FT) OR PART-TIME (PT) FACULTY APPOINTMENT**

Date: _____

Position: Full time Part time Adjunct (if GTA) _____

Rate: _____ (Basis): _____

Dept: _____ College: _____ Teach Discipline: _____

If hiring a GTA assistant, list the Instructor of Record for each course:

Example: LiAC 301 ACCT 301

Qualifications

The following information must be filled in for all graduate degrees:
Note: 'Issued to Student' transcript does not qualify as original, SACSCOC approved transcript.

Graduate Degrees

<p>MDg : _____ Y g _____ M b J _____ FDp _____</p>	
<p>MDg : _____ Y g _____ M b J _____ FDp _____ (N p d o d i s o n e) Y N C p d Y N</p>	<p>MDg : _____ Y g _____ M b J _____ FDp _____ (N p d o d i s o n e) Y N C p d Y N</p>
CIP Code: _____	CIP Code: _____

Credentials: _____

<input type="checkbox"/>	H&A 8	<input type="checkbox"/>	MDg
<input type="checkbox"/>	H&A M	<input type="checkbox"/>	Y g
<input type="checkbox"/>	H&A 18	<input type="checkbox"/>	M b J
<input type="checkbox"/>	H&A	<input type="checkbox"/>	FDp
<input type="checkbox"/>	MDg	<input type="checkbox"/>	(Da o Ch e o p d th b h v)
<input type="checkbox"/>	Y g	<input type="checkbox"/>	Y g
<input type="checkbox"/>	M b J	<input type="checkbox"/>	H&A & Adv
<input type="checkbox"/>	FDp	<input type="checkbox"/>	MDg

APPROVALS:

Dept Chair: _____ Date: _____

Dean: _____ Date: _____

SACSCOC Liaison: _____ Date: _____

Provost: _____ Date: _____