Gordon State College Faculty Qualifications Form for Full-Time and Part-Time Instructors of Record

This form is to be completed by the head of a department or dean of school.

Faculty Name: _____ **Faculty Title:** Choose One
Last Name, First Name MI

Name of School Choose One **Name of Department:** Choose One

Faculty Status: Choose One **Beginning Academic Term:** Choose One **Year:** _____

6 Digit Faculty CIP Code: _____ **To view a complete list of CIP codes, visit http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55**

Department Head Signature: _____ **Dean Signature**: _____

Provost/VPAA Signature: _____

This form and official transcripts must be in the appropriate personnel employment folder in the Human Resources Office, with the signature from the Office of the Provost.

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COURSES **Current/Anticipated** **Including Course Number & Title, Credit Hours (D, UN, UT)**	ACADEMIC DEGREES & COURSEWORK Relevant to Courses Taught, including Institution & major**. Provide a total number of graduate hours** by institution relevant to courses assigned. List specific graduate coursework.	**OTHER QUALIFICATIONS (documented) & COMMENTS, if needed** **Relevant to Courses Taught**

***D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable**

For additional information go to: **http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf and http://www.sacscoc.org/pdf/FACULTY%20ROSTER%20INSTRUCTIONS.pdf**

Column 1 List the course title, course prefix and course number that the instructor is qualified to teach. Additional teaching assignments not listed will require an updated form and may require additional justification.

Column 2 List the earned academic degrees, diplomas, and certificates that help qualify the instructor to teach the listed courses. Indicate the discipline (concentration or major) of each degree, the institution that awarded the degree and the total number of graduate hours relevant to courses.

Column 3 If necessary to establish adequate qualifications for instructors for courses assigned, list additional qualifications such as related work or professional experience, licensure and certification; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Indicate the dates for these additional qualifications and clearly describe the relationship between these qualifications and the course content and/or expected outcomes of the courses assigned to the faculty member.