PRE-CERTIFICATION FORM
FOR TEMPORARY ACADEMIC APPOINTMENTS

__________________________ (Date of Submission)

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SOCIAL SECURITY NO. | DEPARTMENT NAME | COURSE(S) TO BE TAUGHT

EDUCATIONAL DEGREES

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<th>Degree</th>
<th>Date</th>
<th>University</th>
<th>Major Area</th>
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RECOMMENDATION FOR PRE-CERTIFICATION SUBMITTED BY

________________________________________________________________________

HEAD/DIRECTOR, DEPARTMENT/SCHOOL OF

APPROVED BY

________________________________________________________________________

DEAN, COLLEGE OF

THE SECTION BELOW IS TO BE COMPLETED BY THE OFFICE OF ACADEMIC PLANNING AND FACULTY DEVELOPMENT.

Please Check

THE ABOVE CANDIDATE MEETS THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE LEVEL ONLY IN THE FOLLOWING DISCIPLINES:

THE ABOVE CANDIDATE MEETS THE SACS TEACHING CRITERIA AT THE UNDERGRADUATE/GRADUATE LEVEL IN THE FOLLOWING DISCIPLINES:

OTHER

Pending receipt of official transcript to the Office of Faculty Development by _______________________________

APPROVED BY

________________________________________________________________________

DIRECTOR, ACADEMIC PLANNING AND FACULTY DEVELOPMENT

THE PRE-CERTIFICATION FORM DOES NOT REPLACE THE APPOINTMENT FORM.

SEPTEMBER 2008
INSTRUCTIONS

PRE-CERTIFICATION FORM
FOR TEMPORARY ACADEMIC APPOINTMENTS

The Pre-Certification form is to be used to verify/validate the SACS academic credentials for all temporary appointments (including University College). Once approved, there will be no need for future verification/validation of SACS teaching credentials unless there is a change in an academic degree, academic area of instruction, or the course level for a given appointment.

To insure timely approval, please fill out the form completely. Upon approval, the Office of Faculty Development will forward the original Pre-Certification Form to the Dean; SACS validation of teaching credentials will no longer be required during the temporary appointment process.

The Pre-Certification Form should be submitted and approved before submitting the appointment form.

Types of documentation for academic credentials:

1. University of Louisiana at Lafayette graduates
   If the graduate degrees are from UL Lafayette, there is no need to attach documentation; simply indicate degree and date conferred.

2. Transcripts
   In order to expedite the completion of the form, a copy of an unofficial or official transcript issued to the student or mailed to the department or college may be attached; however, an official transcript must be mailed directly to the Office of Faculty Development. The official transcripts may be submitted in advance or by the date indicated on the Pre-Certification form. Forms to request transcripts are available in the Office of Faculty Development.

3. Phone verification of degree
   Preliminary approval can be obtained using the Telephone Confirmation Form that may be obtained from the Office of Faculty Development.

4. International credentials
   - A copy of the diploma or any other document stating the degree
   - An official translation if not in English (Faculty on campus are very generous about serving as official translators.)
   - The World Education Service form (You may obtain these in the Office of Faculty Development.)

5. Visiting Faculty
   Credentials for visiting faculty must be verified using one of the options above.