

University of Louisiana Lafayette

Faculty Credentials Verification Form

This form documents that instructional faculty meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential guidelines. This form must be completed by the Department Head, **for each course to be taught**, with the intent to have approval prior to submitting a PAF and/or upon request. Rationale specific to the course is required. Please sign, attach all supporting documentation, and submit to the Dean of your assigned College for approval. The Dean will forward all documents to the Office of Student and Faculty Excellence (formerly known as Office of Faculty Affairs). Upon final approval, the form will be returned to the department for submission with the PAF to streamline the PAF approval process.

Course Prefix and Number: _____

Course Title: _____

Faculty Status: New Hire Changes to Currently Employed Faculty

Employment Status: Full Time Adjunct

Qualified by Exemption: Yes No (if YES is checked, Faculty Exception Form must be completed)

FACULTY INFORMATION

Name (Last, First, MI & ULID):	
College:	Department:
Faculty Rank/Position:	
Date Hired:	

LIST OF INSTRUCTOR'S ACADEMIC CREDENTIALS

Based on SACSCOC faculty qualifications guidelines that demonstrate appropriate academic credentials to teach assigned courses. List all degrees earned, highest first.

Degree (Ph.D., Masters, B.S.)	Discipline	College/University	Year Earned

SACSCOC Faculty Credential Guidelines (Comprehensive Standard 6.3)

COURSE	CREDENTIALS	APPLICABLE
General Education (Undergraduate Level)	Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (<i>a minimum of 18 graduate semester hours in the teaching discipline</i>)	
Baccalaureate	Doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (<i>minimum of 18 graduate semester hours in the teaching discipline</i>).	
Graduate and Post-Baccalaureate	Earned doctorate/terminal degree in the teaching discipline or a related discipline.	
Graduate Teaching Assistants	Master 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.	

OTHER JUSTIFICATIONS

Provide/identify 18 graduate credit hours, or more, completed of course work in the teaching discipline.

ADDITIONAL QUALIFICATIONS

Use this section to provide additional qualifications that meet the SACSCOC credentials guidelines, other than formal academic credentials. Include relevant dates and how qualifications relate to the course content. Submit all supporting documents (i.e., vita, official transcripts, copies of licenses, certifications, etc.)

Additional Qualification	Description of how qualifications Relate to Course(s)
Research and Publications:	
Professional Licensure/Certification(s):	
Special Training:	
Related Work Experience:	
Documented teaching in discipline:	
Honors, Awards or Special Recognition:	
Other competencies or Achievements:	

Department Head/School Director Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

-----**For Office Use Only – Office of Student and Faculty Excellence**-----

Confirmed by Assistant to Associate Vice-President: _____ Date: _____

Associate Vice President Signature: _____ Date: _____