

**CERTIFICATION OF CREDENTIALS AND QUALIFICATIONS
FOR FACULTY APPOINTMENTS**

A Certificate of Credentials and Qualifications should be submitted for any new person who will be teaching a course or any existing faculty who are teaching classes that they have not previously been credentialed to teach. This form must be reviewed and approved by the Provost before they are scheduled to teach the class.

Department: _____ Undergraduate [] Graduate []

Name of Appointee: _____ BID _____

Highest Degree & Field of Study: _____

Courses to be Taught: _____

Collateral fields for which the appointee is seeking approval: _____

Full-Time []	Part-Time: Teacher [] or Facilitator []
---------------	---

 First Semester _____

The Southern Association of Colleges and Schools (SACS) has established recommended minimum qualifications for faculty. This form documents that faculty being appointed to Abilene Christian University meet these standards:

While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications and/or continuous documented excellence in teaching. These types of qualifications are especially important in professional, technical, and technology-dependent fields. (SACS *Principles of Accreditation*, 2018, p. 44)

Unless an offer of employment specifically states that it is pending credentialing and background check approval, the following items must be completed by the department/school chair (or other administrator initiating the offer) before any offer, oral or written, is extended. The candidate's vitae, transcripts for graduate degrees (original or certified copy of the original) and this form must be approved by the Chair/ACU Dallas Program Director, Dean, SACS Liaison, then forwarded to the Provost for final review and approval.

- [] Background check has been ordered. Date: _____
 - [] The highest earned degree is from an institution accredited by a regional accrediting agency.
 - [] The highest earned degree is considered to be the terminal degree in this field.
 - [] If the terminal degree has NOT been earned (check as many as apply)
 - [] The instructor will not teach or co-teach graduate courses (500-level and above).
 - [] The degree is in progress. List the intended date of completion and include an anticipated completion schedule.
-

- [] Alternative qualifications are being proposed to justify teaching at the graduate level AND a statement of justification and all supporting materials must be attached, with a signature of approval from the dean of the college. Alternative qualifications must be attached for online facilitators.
- [] The candidate holds at least a master's degree and the candidate's transcripts show at least 18 graduate semester hours in the teaching field. If those hours are not readily apparent on the transcript, please attach a complete listing of the courses (by title and institution) used to meet this standard if the master's is not in the discipline.
 - [] If either of the above requirements is not met, a statement of qualifications and all supporting materials must be attached and approved by the dean of the college.
- [] Faculty teaching General Education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- [] English is the native language of the faculty member, or if not, competency in spoken English has been demonstrated to the satisfaction of the department/school chair (or other administrator initiating the offer).

Certified:

Department Chair; ACU-Dallas Program Director

Approved:

Dean of the College

SACS Liaison
 Credential pre-check _____

Reviewed and Approved:

Provost

Upon approval by the Provost, this form becomes part of the official personnel file in the College Dean's Office.

Attachments (each document must be attached separately)

****Required***

****If needed***