



**Section II:**

**Candidate Credential(s): Check *all* that apply**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A</b> Faculty teaching <b>associate degree</b> courses not designed for transfer to the baccalaureate degree: <ul style="list-style-type: none"> <li>• A minimum of a bachelor’s degree in the teaching discipline <b>OR</b></li> <li>• Associate’s degree and demonstrated competencies in the teaching discipline.</li> </ul> | <input type="checkbox"/> <b>B</b> Faculty teaching <b>certificate</b> courses that are not included in an associate degree: <ul style="list-style-type: none"> <li>• Certificate of completion and significant demonstrated work experience.</li> </ul> |
| <input type="checkbox"/> <b>C</b> Faculty teaching <b>certificate</b> courses that are included in an associate degree: <ul style="list-style-type: none"> <li>• A minimum of a bachelor’s degree in the teaching discipline <b>OR</b></li> <li>• Associate’s degree and demonstrated competencies in the teaching discipline</li> </ul>                    | <input type="checkbox"/> <b>D</b> Need to follow Justification Process  |

**Degrees Earned:**

Institution	Degree (s) Earned	Major
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please identify criteria used to demonstrate competencies in the teaching discipline, if applicable (i.e. work experience, certificates, and/or licensures):*

**Certificates/Licensures:**

Name	Issuing Organization	Date of Expiration
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Work Experience** (*minimum of 36 months of documented work experience*):

Name of Employer	Position Title	Dates of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Comments (optional):**

**Section III:**

\_\_\_\_\_  
Signature – Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Division Dean

\_\_\_\_\_  
Date

*Vice President of Academic Affairs.* This approval is established through VPAA approval of the faculty hiring proposal.

As per **Board Policy 4152**: “Official transcripts must be sent directly from the issuing institution to the College’s Office of Human Resources to document compliance with Southern Association for Colleges and Schools (SACS) requirements, or for placement of the employee on the appropriate salary schedule, or to document that the employee meets the necessary educational requirements for the position.”

**Modification of Credential Database  
Office of the Vice President of Academic Affairs (OVPA)**

**Date Entered:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

*Note: The OVPA will route this form to the Office of Human Resources as supporting documentation of record to be placed in the faculty member’s personnel file.*