

## FACULTY CREDENTIALS

This form is to be completed in the following situations:

1. For a faculty member who does not hold a minimum of a master's degree in the discipline in which he/she will be teaching
2. For a faculty member teaching graduate courses who does not hold a terminal degree in the discipline in which he/she will be teaching
3. For a faculty member teaching a course(s) for which his/her qualifications for teaching the course(s) may not be readily apparent from his/her academic degrees

In each instance, document the qualifications of the faculty member to teach these courses.

**\*\*\*FOR NEW FACULTY MEMBERS: Please submit this form along with the  
PAN and Recruitment Summary to the Office of Academic Affairs\*\*\***

*Name of Faculty Member:*

*Degrees earned:*

*Name & Title of Course:*

*Relevant experience or credentials documenting qualifications:*

\_\_\_\_\_  
Department Head / Date

\_\_\_\_\_  
Dean / Date

\_\_\_\_\_  
VPAA / Date

- Approve
- Disapprove
- Request more information

- Approve
- Disapprove
- Request more information

- Approve
- Disapprove
- Request more information