



This form is to be completed by the Chair and approved by the Dean for each faculty/adjunct/GTA hired. Include this form and faculty transcripts in the hiring packet forwarded to the Provost's office. This form is available on the Academic Affairs website.

**DOCUMENTATION OF QUALIFICATIONS  
FOR A FULL -TIME (FT) OR PART-TIME (PT) FACULTY APPOINTMENT**

Date: \_\_\_\_\_

Position:  Full-time  Part-time  Adjunct (if GTA) \_\_\_\_\_

Rate: \_\_\_\_\_ (Basis): \_\_\_\_\_

Dept: \_\_\_\_\_ College: \_\_\_\_\_ Team/ Discipline: \_\_\_\_\_

If hiring a GTA assistant, list the Instructor of Record for each course:

Example: LiAC 301 ACCT 301

**Qualifications**

The following information must be filled in for all graduate degrees:  
Note: 'Issued to Student' transcript does not qualify as original, SACSCOC approved transcript.

**Graduate Degrees**

Degree: _____ Year: _____ Institution: _____ Field: _____ (N P M D O H S O N E) Y N C P U Y N	
Degree: _____ Year: _____ Institution: _____ Field: _____ (N P M D O H S O N E) Y N C P U Y N	Degree: _____ Year: _____ Institution: _____ Field: _____ (N P M D O H S O N E) Y N C P U Y N

**Credentials:** \_\_\_\_\_

<input type="checkbox"/>	High School Diploma	<input type="checkbox"/>	Master's Degree
<input type="checkbox"/>	High School GPA _____	<input type="checkbox"/>	PhD
<input type="checkbox"/>	High School Credits _____	<input type="checkbox"/>	Postdoctoral Fellowship
<input type="checkbox"/>	High School Credits _____	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	High School Credits _____	<input type="checkbox"/>	Other _____

**APPROVALS:**

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

SACSCOC Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_