

## Instructions for the Certification of Credentials and Qualifications for Faculty Appointments

**Instructions:** To be completed by the academic program director (or designee), approved by the dean(s) and the Office of the Provost, and filed in the Office of the Provost for every **Instructor of Record** for each teaching discipline taught. Please see the [Instructor of Record and Credentials Policy](#), including each program's credential memorandum, for additional information. Complete the required Sections 1-4, and if necessary, complete Sections 5 and/or 6. Attach necessary documentation.

**Section 1:** Enter the faculty information. If the CWID is unknown, leave blank. The term effective should indicate the first term the faculty member will teach the course(s). Indicate the faculty type (select "adjunct faculty" for all types of adjuncts including paid lecturers and courtesy appointed faculty). All faculty are expected to demonstrate competency in spoken English; please indicate selection. If the faculty member will be Graduate Faculty, indicate selection. See [The Graduate Faculty \(FAM II.E.5\)](#) and the graduate program form that outlines the specific criteria for Graduate Faculty Types I and II in that graduate program.

**Section 2:** Select the qualifications for only one teaching discipline per form. Write the level and prefix for all CofC courses in the discipline that can be taught (current or future). If the faculty member is only eligible to teach a specific course or set of courses, please be specific. **Select only ONE statement of qualification based on the standards outlined below.**

<b>Qualifications:</b> The College of Charleston and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) have established the following minimum qualifications for faculty.	
<b>Undergraduate Teaching</b>	<ul style="list-style-type: none"> <li>▪ <b>Earned doctorate or other terminal degree</b> in the teaching discipline or an equivalent discipline <b>OR</b></li> <li>▪ <b>Master's degree</b> in the teaching discipline or an equivalent discipline <b>OR</b></li> <li>▪ <b>Master's degree or higher with a concentration</b> in the teaching discipline, including a minimum of 18 graduate hours in the teaching discipline or equivalent discipline <b>OR</b></li> <li>▪ In the absence of a completed master's degree, a concentration may be established through official documentation confirming that (1) as part of the instructor's doctoral or terminal degree program, the equivalent of a master's degree was achieved, <b>and</b> (2) <b>at least 18 graduate hours</b> in the teaching or a related discipline have been successfully completed*</li> </ul>
<b>Graduate Teaching</b>	<ul style="list-style-type: none"> <li>▪ <b>Earned doctorate or terminal degree</b> in the teaching discipline or an equivalent discipline*</li> </ul>
<p><b>* Exceptions:</b> May be granted if there is approved, documented evidence of strong alternative qualifications. See the <a href="#">Policy</a> for details and complete Section 6, the <b>"Statement of Alternative Qualification."</b></p>	

**Section 3:** Indicate how the degree documentation is submitted. Attach official transcript(s) or U.S. equivalency evaluation(s), plus a current CV. For multiple degrees, attach additional transcripts. See the [Policy](#) for details about official documentation.

**Section 4:** List highest earned degree. List additional degree(s) if the highest degree is not sufficient for specific credentialing per the Statement of Qualification selected in Section 2. If needed, attach an additional list.

**Section 5:** Complete ONLY if indicated by your selection in Section 2. Attach cop(ies) of transcript(s) in addition to the official transcript(s). On the copy, highlight the graduate course titles and hours, then write the total graduate semester credit hours, sign, and date. If course titles are truncated or illegible, please write them out or include a typed list. Also, write out the title of the dissertation/thesis if applicable to the teaching discipline.

**Section 6:** Complete ONLY if indicated by your selection in Section 2. Submit a statement using the PDF template **OR** the Word template, **OR** attach your own Word document. Describe the course(s) and all qualifications that apply. Use a header and write a narrative for each qualification checked. Clearly describe the relationship between these qualifications and the course content and/or expected learning outcomes of the specific CofC course(s) to be assigned to the faculty member. Attached supporting documents as directed. If any degrees or graduate coursework in the discipline were completed, also complete Section 5. Finally, summarize the full narrative into a 1000-character abstract on the form (or write "see attached").

**Questions?** Additional information is available at <http://academicaffairs.cofc.edu/procedures-and-practices/credentials>. If you have any questions, please contact the Office of the Provost at 843.953.5527 (or email [Bert Schewel](#) directly).

## Certification of Credentials and Qualifications for a Faculty Appointment

*See instructions and complete sections as directed.*

### 1. FACULTY INFORMATION:

Name of Appointee: \_\_\_\_\_ CWID (if known): \_\_\_\_\_

Faculty Type: \_\_\_\_\_ Term Effective: \_\_\_\_\_

Graduate Faculty: \_\_\_\_\_ English Competency: \_\_\_\_\_

**2. TEACHING QUALIFICATIONS:** Enter qualifications for **ONE** teaching discipline per form. Include the prefix for all CofC courses in the discipline that can be taught (current or future). If the faculty member is only eligible to teach specific course(s), describe the course set or write the prefix, number, and title. Ex: **"DANC"** OR **"CHNS, LTCH, & CHST"** OR **"All 100-level Biology labs"** OR **"COMM 514 Social Media"**

CofC Teaching Discipline:	Course Level:	Statement of Qualification: <b>Check <u>one</u> statement based on the credentials standards for <u>this</u> discipline.</b>			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Undergraduate  <input type="checkbox"/> Graduate*  <input type="checkbox"/> Both* </div> <div style="color: red; font-size: small;"> *For graduate teaching, indicate "Graduate Faculty" type in #1. </div> </div> <div style="color: red; font-size: small; margin-top: 10px;">See examples given in blue above.</div>	<input type="checkbox"/> <b>Terminal degree</b> in the <i>teaching</i> discipline listed (or an equivalent discipline). (Complete #1- 4.)	<input type="checkbox"/> <b>Master's degree</b> in the <i>teaching</i> discipline listed (or an equivalent discipline). (Complete #1 - 4. <b>For graduate teaching</b> , also complete #5 - 6.)	<input type="checkbox"/> Master's degree (or higher) in <i>any</i> discipline <b>AND 18 or more graduate credit hours</b> in the <i>teaching</i> discipline. (Complete #1- 5. <b>For graduate teaching</b> , also complete #6.)	<input type="checkbox"/> Certified through <b>alternative qualifications</b> . (Complete # 1 - 6. Skip #5 if no applicable coursework was taken.)	

**3. DEGREE DOCUMENTATION:** Check ONE. Attach required official document(s) and CV. For multiple degrees, attach additional transcripts.

- ☐ Official transcript(s) or official electronic transcript(s) from a U.S. institution accredited by a regional accrediting agency are **attached**
- ☐ Official transcript(s) are **already on file** at the College of Charleston (Please confirm by checking the [shared folder](#) or confirm with the Office of the Provost.)
- ☐ Official transcript(s) are on file at a **joint program** institution: \_\_\_\_\_, and an **official certified** copy is attached
- ☐ Degree **will be awarded** by \_\_\_\_\_ and a **letter** from the granting institution and a transcript showing the A.B.D. status are attached
- ☐ Degree is from a non-U.S. institution. An official evaluation verifying the **U.S. equivalency** of the degree, including a translation, if needed, is attached (or was ordered on \_\_\_\_\_ and unofficial records are attached). (Official documents are required. Form will be updated by the Office of the Provost upon receipt.)

**4. DEGREE INFORMATION:** List **highest earned degree**. List additional degree(s) if the highest degree is not sufficient for credentialing per the Statement of Qualification selected above (in Section 2). (If needed, please attach an additional list.)

Degree	Discipline/Major of Degree (verbatim from transcript)	Date Awarded	Institution	6-Digit CIP Code Search for code on <a href="https://nces.gov/edu">NCES.gov/edu</a> or leave blank.

**5. GRADUATE HOURS IN THE TEACHING DISCIPLINE:** STOP Complete **ONLY** if indicated in Section 2. Check ONE. Highlight the course titles and hours on a **copy** of the transcript(s) (not on the original). Write the total graduate semester credit hours, sign, and date on the copy. If course titles are truncated or illegible, please write them out. Also, include the title of the dissertation/thesis, if applicable.

- ☐ **Copies** of the transcript(s) are attached documenting **≥ 18 graduate hours** in the above CofC teaching discipline (or an equivalent discipline).
- ☐ **Copies** of the transcript(s) are attached documenting **< 18 graduate hours** in the CofC teaching discipline. (Complete #6 if indicated in Section 2.)

### CERTIFICATION:

Academic Program Director (Chair/Director): \_\_\_\_\_ Date: \_\_\_\_\_

Dean(s): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Dean/Associate Dean (required only for graduate faculty): \_\_\_\_\_ Date: \_\_\_\_\_

Provost/Associate Provost: \_\_\_\_\_ Date: \_\_\_\_\_

## Certification of Credentials and Qualifications for a Faculty Appointment (Continued)



Complete this page and submit a Statement of Alternative Qualifications ONLY if indicated in Section 2.

**6. STATEMENT OF ALTERNATIVE QUALIFICATIONS:** If indicated in Section 2, complete this page and attach a statement using the template provided or a Word document. Describe the course(s) and all qualifications that apply. Use a header and write a narrative for each qualification checked. Clearly describe the relationship between these qualifications and the course content and/or student learning outcomes of the specific CofC course(s) to be assigned to the faculty member. Include dates and titles for each qualification. Attach supporting documents as directed. If any degrees or graduate coursework in the discipline were completed, please also complete Section 5 and reiterate these academic qualifications in the narrative.

Name of Appointee: \_\_\_\_\_

Course(s) that will be taught: \_\_\_\_\_

Course Title(s) (if applicable and not given above): \_\_\_\_\_

Attachment type (check one): ☐ [Word template](#) a separate Word document

The attached Statement of Alternative Qualifications includes the following (*check all that apply*):

- ☒ Course description and/or expected learning outcomes (Required.)
- ☐ Research and Publications \*
- ☐ Related Work Experience
- ☐ Professional Licensure or Certification †
- ☐ Special Training †
- ☐ Documented Teaching Excellence in Discipline †
- ☐ Honors, Awards, or Special Recognition \* †
- ☐ Other Competencies or Achievements \*

\* If there are numerous listings, describe the qualification, cite a few examples, and then highlight all listings that apply on an attached copy of the CV.

† Attach any supporting documentation or evidence of the achievement of this qualification.

**Abstract of the Statement of Alternative Qualifications:** In addition to the full statement, use the space below to summarize the full Statement of Alternative Qualifications in 1000 characters or less (or write “**see attached**” and attach a separate Word document).

**Abstract:** Limit to 1000 characters. Abstract will appear in Column 4 of the Faculty Roster.

### CERTIFICATION OF ALTERNATIVE QUALIFICATIONS:

Academic Program Director (*Chair/Director*): \_\_\_\_\_ Date: \_\_\_\_\_

Dean(s): \_\_\_\_\_ Date: \_\_\_\_\_

Graduate School Dean/Associate Dean (*required only for graduate faculty*): \_\_\_\_\_ Date: \_\_\_\_\_

Provost/Associate Provost: \_\_\_\_\_ Date: \_\_\_\_\_

SACSCOC Liaison (*required only for alternative qualifications*): \_\_\_\_\_ Date: \_\_\_\_\_