

¹ Official transcripts must be on file in the Provost's office for all degrees earned and for coursework utilized for credentialing purposes.

² If checked Section 4: Additional Qualifications MUST be completed.

Section 4: Additional Qualifications

Complete for all instructional faculty who are NOT degree qualified according to the guidelines documented in Section 3. Please check all Additional Qualifications that apply and **explain each checked item** in the Justification cell provided. Expand the box as needed to provide a complete justification narrative that demonstrates how the employee's additional qualifications relate to specific coursework to be assigned. **Supporting documents such as vitae, transcripts, copies of licenses and certifications, and any others must be submitted with this form.**

<input checked="" type="checkbox"/>	Additional Qualifications	Justification (a narrative that <u>clearly</u> makes the connection between the additional qualifications selected and the proposed coursework)
<input type="checkbox"/>	Degree(s) from related discipline	
<input type="checkbox"/>	Research and Publications	
<input type="checkbox"/>	Special training/certifications	
<input type="checkbox"/>	Related work experience	
<input type="checkbox"/>	Documented continuous teaching excellence in discipline	
<input type="checkbox"/>	Honors, awards, or special recognition	
<input type="checkbox"/>	Other competencies or achievements	

Department Chair signature: _____ Date: _____

College Dean signature
(Provost for Academic Units): _____ Date: _____

SACSCOC Liaison signature: _____ Date: _____

Provost signature: _____ Date: _____

Policy Effective Date:
Form Revised: 2/06/25