

College of Arts and Sciences Faculty Credentials Form

This form should be completed by the appropriate department chair or program director and submitted to the Dean of the College of Arts and Sciences whenever a change in faculty credentials occurs. For new full-time or part-time faculty, this form must be submitted before a final job offer can be made; and you must identify at least 18 graduate hours in the discipline to be taught and/or provide other credentials that qualify the person to teach the assigned courses.

Examples of changes that require submission of the form include the following:

- Faculty member begins employment,
- Faculty member (full-time or part-time) changes roles at the University,
- Faculty member teaches a course for the first time at Winthrop that is different from those previously taught (a course with the same designator as courses previously taught but is being taught for the first time by the faculty member, a course with a new or different designator, a cross-/inter-disciplinary course, etc.), or
- Faculty member engages in training that would extend credentials (e.g., new degree, new certification, significant professional development).

When determining the need to submit this form, chairs and program directors should consider that an outside reviewer may not see the connections between courses to be taught and qualifications that are obvious to those in the discipline.

Faculty Member's Full Name _____

Title and/or Rank _____ **Primary Department** _____

Justification for Change[#]

[#] For Example: *temporary replacement for faculty on sabbatical, new hire, developed new course in program, faculty member received additional training, etc.*

Faculty Roster Form: Qualifications of Full-Time and Part-Time Faculty

Name of Primary Department, Academic Program, or Discipline: _____

Academic Term(s) Included _____ Date Form Completed: _____

Name of Individual Providing Information Below: _____

1	2	3	4
NAME (F, P)	COURSES TO BE TAUGHT Including Term, Course Number & Title, Credit Hours (U, G)	ACADEMIC DEGREES & COURSEWORK* Relevant to Courses To Be Taught; include Institution & Major; list specific graduate courses	OTHER QUALIFICATIONS & COMMENTS Related to Courses To Be Taught; include explanation if graduate coursework does not clearly reveal connection

F, P: Full-time or Part-time; U, G: Undergraduate, Graduate

*Official transcripts showing academic work completed and individual's updated *curriculum vitae* must be on file in Dean's Office or submitted before employment begins.

Form Updated: February 2011