



## Certification of Credentials and Qualifications for Faculty Appointments

For continued accreditation of degree programs, Winthrop University must justify and document faculty credentials to assure that we employ competent faculty members qualified to accomplish the mission and goals of our institution. The *Principles of Accreditation* (SACSCOC, 2008) states,

*“When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.”*

### Instructions:

1. This form is to be completed by the academic program director (or designee)
2. Approved by the dean(s) and Vice Provost for Faculty Affairs,
3. Filed in the Provost’s Office (via [PICS](#)) for every **Instructor of Record** for each teaching discipline taught.
4. Its completion documents that faculty being appointed to Winthrop’s faculty have been processed according to University guidelines.

The approved form becomes part of the official personnel file and should be uploaded to the Primary Instructor Credentialing System ([PICS](#)) by the Dean’s Office immediately following verbal acceptance of the offer.

<b>Qualifications:</b>	Winthrop University 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 from an institution accredited by a regional accrediting agency (each region has an accrediting agency equivalent to SACSCOC) <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>	
<b>*Exceptions:</b>	May be granted if there is approved, documented evidence of strong alternative qualifications. Please complete Section 6, the <b>“Statement of Alternative Qualification”</b> for those who do not hold the terminal degree.	

# Certification of Credentials and Qualifications for a Faculty Appointment

## 1. FACULTY INFORMATION:

Name of Appointee: \_\_\_\_\_  
 CWID (if known): \_\_\_\_\_  
 Academic Department: \_\_\_\_\_  
 English Fluency:  Yes  No  
 First Term of course delivery: \_\_\_\_\_

<b>Faculty Type:</b>	<input type="checkbox"/> Tenure/Track
	<input type="checkbox"/> Non-Tenure Track
	<input type="checkbox"/> Adjunct
	<input type="checkbox"/> Other:

## 2. 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 4). (If needed, please attach an additional list.)

Degree	Discipline / Major of Degree (verbatim from transcript)	Date Awarded	Institution	6-Digit CIP Code <small>Search for code on NCES.gov.edu or leave blank.</small>

## 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 either **attached or will be uploaded** to PICS prior to August 15. Unofficial transcripts have been evaluated and are available via Interfolio.
- Official transcript(s) are **already on file** within the respective Dean's office at Winthrop University.
- Degree **will be awarded** by \_\_\_\_\_ and a letter from the registrar or graduate dean at the granting institution and a transcript showing the A.B.D. status are **attached**. Unofficial transcripts have been evaluated and are available via Interfolio.
- 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. TEACHING QUALIFICATIONS:

Enter qualifications for **ONE** teaching discipline per form. **Include the prefixes for all Winthrop University 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 provide the prefix, number, and title. (Examples: "CHEM", "ECON", "All 100-level Biology labs", "EDUC")

**Course Level:**  Undergraduate  Graduate  Both

**Winthrop University Teaching Discipline:**  
 See examples given above.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Terminal degree</b> in the teaching discipline listed (or an equivalent discipline). | <input type="checkbox"/> <b>Master's degree AND</b> 18 or more graduate credit hours in the teaching discipline. (Complete #5. For graduate teaching, also complete #6.) | <input type="checkbox"/> Certified through <b>alternative qualifications</b> . (Complete #5-6. Skip #5 if no applicable coursework was taken.) |
|--|--|--|

## 5. GRADUATE HOURS IN THE TEACHING DISCIPLINE: Complete **ONLY** if indicated in Section 4.

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 Winthrop University teaching discipline (or an equivalent discipline).
- Copies** of the transcript(s) are attached documenting **< 18 graduate hours** in the Winthrop University teaching discipline. (Complete #6 if indicated in Section 4.)

## CERTIFICATION:

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

\_\_\_\_\_  
 Dean(s)

\_\_\_\_\_  
 Vice Provost for Academic Affairs

\_\_\_\_\_  
 Provost

# Certification of Credentials and Qualifications for a Faculty Appointment

Complete this page and submit a Statement of Alternative Qualifications **ONLY** if indicated in Section 4.

## 6. STATEMENT OF ALTERNATIVE QUALIFICATIONS:

If indicated in Section 4, 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 Winthrop University 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): \_\_\_\_\_

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.**

## CERTIFICATION OF ALTERNATIVE QUALIFICATIONS:

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

\_\_\_\_\_  
Dean(s)

\_\_\_\_\_  
Vice Provost for Academic Affairs

\_\_\_\_\_  
Provost

\_\_\_\_\_  
SACSCOC Liaison: (req'd only for alternative qualifications)