

# Certification of Credentials and Qualifications for a Faculty Appointment

Name (Last, First): \_\_\_\_\_ Employee ID: \_\_\_\_\_ Indicate the primary teaching discipline and level below (or enter not teaching):  
Home Dept: \_\_\_\_\_ Home Dept#: \_\_\_\_\_ Teaching Discipline Course Prefix and Degree level:  
Job Title: \_\_\_\_\_ Program Concentration  
Other (if not listed): \_\_\_\_\_ (if any):  
Highest Degree: \_\_\_\_\_ Major: \_\_\_\_\_

For continued accreditation of degree programs, Clemson University must justify, document and monitor faculty credentials to assure that we employ competent faculty members qualified to accomplish the mission and goals of our institution.

The *Principles of Accreditation* (SACS, 2012) 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.”

This form documents that faculty appointed to Clemson University have been appointed according to University guidelines. Upon approval by the Associate Provost, this form becomes part of the official personnel file and is on record. Upon acceptance of the offer by the faculty member, this form should be processed by the College and forwarded to the Office of Institutional Research with copies of the instructor’s vita or resume, transcript, and appropriate letters of justification as noted below. If an unofficial transcript is used to make the hiring decision, a copy may be forwarded along with this form. However, once the official transcript is received, the Department must forward a copy of the original transcript to Institutional Research and certify that the official original transcript is on hand.

## 1) Highest Earned Degree

- a)  The highest earned degree is from an institution accredited by a regional accrediting agency (each geographic region of the US has an accrediting agency equivalent to SACS).
- b)  The highest earned degree is from a non-accredited US Institution. An explanation or justification must be attached and approved by the Dean.
- c)  The highest earned degree is from a foreign institution. An explanation or justification must be attached and approved by the Dean. **If the degree is issued in a foreign language, a translation/US degree equivalent must be provided by the faculty member.**

## 2) Terminal Degree

- a)  The highest earned degree possessed (or to be awarded by \_\_\_\_\_ (mo/yr)) is considered to be the terminal degree in this field. **Please submit a copy of the revised transcript once degree is officially conferred.**
- b) The terminal degree is not possessed (and is not expected in near future).
  - i)  The instructor will not teach graduate courses (including 600 level) or advise graduate students.
  - ii)  Alternative qualifications justify the instructor teaching and advising at the graduate level. A statement of justification must be attached and approved by the Dean.

## 3) Academic Credentials in the Teaching Field

- a)  The candidate holds at least a master's degree and the candidate's transcript shows at least 18 graduate semester credits in the teaching field, or at least a master's degree in the teaching field.
- b)  If not, a statement of alternative qualifications must be attached and approved by Dean.

4)  **Spoken English:** English is the native language of the faculty member, or if not, competency in spoken English has been demonstrated to the satisfaction of the Department Chair (or other administrator initiating the offer).

5) **Official Transcripts:** Official transcripts of graduate work are required for all faculty members.

- a)  Official (original) graduate transcripts for this faculty appointment are on hand – copy attached.
- b)  Official (original) graduate transcripts were ordered on \_\_\_\_\_ (date) – copy of unofficial transcripts is attached.
- c)  Neither – explanation attached and approved by the Dean.
- d) **Note that failure to provide documentation in a timely manner will result in loss of teaching privileges.**

6)  **A copy of the candidate’s vita and a copy of the candidate’s transcript is attached.**

7) **For 1-b, 1-c, 2-b-ii, 3-b, or 5c, attach a letter of justification. Form must be signed by both the Department Chair and the Dean. After signed by Dean, upload to your College-specific IR Box online for review in the Office of the Provost.**

**Approval and Signatures:** *(unsigned by Dean’s Office will be returned)*

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Department Chair / Date

Dean / Date

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Reviewed by Associate Provost / Date

Recorded by Office of Institutional Research / Date