

Certification of Credentials and Qualifications for a Faculty Appointment

Department: _____ Department # _____
Academic Department (if other than appointing department): _____
Name of Appointee _____ Employee Id # _____
Highest Degree & Field: _____ Title: _____
Teaching/Advising Field (if different from highest degree): _____

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* (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."

This form documents that faculty being appointed to Clemson University have been processed according to University guidelines. Upon approval by the Vice Provost, this form becomes part of the official personnel file. 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 SACSCOC).
- b) ☐ The highest earned degree is from a foreign institution or a non-accredited US Institution. An explanation or justification must be attached and approved by the Dean.

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.
- 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 will result in loss of teaching privileges.**

6) **Attach a copy of the candidate's vita and a copy of the candidate's transcript.**

7) **For 1-b, 2-b-ii, 3-b, or 5c, attach a letter of justification. Form must be signed by Department Chair and Dean.**

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

Department Chair / Date

Dean / Date

Reviewed by Vice Provost/ Date

Recorded by Office of Institutional Research/Date