



VERIFICATION OF FACULTY CREDENTIALS

Verification of credentials is required for all faculty regardless of the instructional delivery mode. **This form must be submitted and approved before the faculty member is hired and/or before the faculty member provides instruction.**

INSTRUCTIONS: Use this form to document academic credentials and other qualifications that attest to the faculty member’s eligibility to teach the courses listed on this form. To document academic credentials, review the transcript of the highest degree earned by the faculty member and enter the required information. If non-academic qualifications are being used to justify the faculty member’s eligibility, list that information in the appropriate area in Section 4.

Submission of this form does not substitute for submitting the faculty member’s official transcript to the Office of the Provost and entering the information into Nuventive Vitae. The hiring department should retain a copy of this form and transcripts in the faculty member’s file located in the department office.

Section I. Faculty Information

This section may be completed by the faculty member or department chair.

Name (Last, First MI):		
A#:	Semester:	Date Completed:
School/Dept.:		
Faculty Position:	Full-time Professor	Full-time Assoc. Professor
	Full-time Asst. Professor	Full-time Instructor
	Part-time/Adjunct	Other _____



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Section II. Academic Credentials

This section may be completed by the faculty member or department chair.

Highest Degree Earned	Academic Discipline	Institution Awarding Degree	Year Awarded

Additional Graduate Degree Earned	Discipline	Institution Awarding Degree	Year Awarded
	Specialty Area: (if applicable)		
	Specialty Area: (if applicable)		
	Specialty Area: (if applicable)		
	Specialty Area: (if applicable)		



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Document relevant coursework which aligns with your current teaching assignments.

To be completed by the department chair.

Course Prefix/Name	Course Name	Credit Hours



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Section III. Eligibility – Specific courses faculty member is credentialed to teach.

To be completed by department chair.

List course prefix of teaching discipline (s) for which instructor is qualified to teach according to the ASU Faculty Credentialing.

Courses Faculty Member Credentialed to Teach	Terminal Degree in Discipline	Terminal Degree in Area of Specialty Related to Major	Master's Degree in Teaching Discipline	Master's Degree and 18 hrs. in Teaching Discipline	Alternative Credentials Must Complete Section IV
Course Number and Course Name					
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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SECTION IV – ALTERNATIVE CREDENTIALS

To be completed by department chair.

The department chair should only complete this section to document additional qualifications as described by the ASU Faculty Credentialing Policy.

Related Work Experience

Position	Organization/Agency	Length of Service (Yrs)	Specific Relevance to Courses Faculty Member Will Teach

Professional Licensure and Certifications

Licensure or Certification (full title)	Granting Organization/Agency	Effective Dates (from – to)



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SECTION V - SIGNATURES OF APPROVAL

Department Chair: _____

Date: _____

Dean: _____

Date: _____

SACSCOC Liaison (if necessary): _____

Date: _____

Provost: _____

Date: _____

A signed copy of the Verification of Faculty Credentials form should be kept on file in the academic department and dean's offices in addition to the copy maintained in the file in the Office of the Provost.