

## TEACHING FACULTY CREDENTIALS SUMMARY

Accreditation standards require all persons with instructional duties to have as minimum qualifications<sup>1</sup> either

1. a graduate degree in the teaching area --- OR ---
2. 18 hours of graduate credit in the teaching area and a graduate degree in a related discipline.

When listing graduate degrees include **all** needed to document one of the criteria listed above.

Name:

Department:

Teaching Area:

Relevant Graduate Degree(s) Earned:

Degree	Discipline	Institution	Date Conferred
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

Actions	Y	N	Initials	Date
<b>Original</b> transcripts <sup>2</sup> showing date on which graduate degree was conferred have been received in the Dean's office	<input type="checkbox"/>	<input type="checkbox"/>		
One of the following has been verified (Check which):				
<input type="checkbox"/> Graduate degree is in the teaching area.				
<input type="checkbox"/> If degree is not in teaching area, 18 hours of graduate credit in the teaching area is shown on transcript.				
<input type="checkbox"/> Justification outlining outstanding professional experience <u>and</u> current or potential contributions to the teaching discipline has been attached to this form.				

Attach an explanation for any action marked no.

<sup>1</sup>Exceptions to these minimum qualifications:

- Persons teaching only PE courses – minimum qualifications; professional experience.
- Persons teaching only developmental courses – minimum qualifications: bachelor's degree in the teaching area.
- Graduate students teaching under supervision – minimum qualifications: 18 hours of graduate level courses in the teaching area.

<sup>2</sup> Exceptions to the original transcripts rule:

- Graduate students currently enrolled – file should contain transcripts showing 18 hours in the area.
- Persons assigned to Appalachian for ROTC and only teaching MS courses should have copies of original transcripts.
- Persons teaching in freshman seminar who are also teaching elsewhere on campus should have original transcripts in dean's office and copies in the freshman seminar office. Persons teaching only freshman seminar should have original transcripts in freshman seminar office.