



## PART-TIME FACULTY CREDENTIALS

The Department Chair submits this form on behalf of the part-time faculty member to the College Dean at the time of hire for new part-time faculty or if teaching responsibilities change for current part-time faculty. This form applies to part-time faculty listed on the published course schedule as the course instructor.

Part-time Faculty Name: \_\_\_\_\_ Date \_\_\_\_\_

Discipline or Program: \_\_\_\_\_ Department: \_\_\_\_\_

### SECTION I. SUMMARY OF CREDENTIALS (For new faculty hires)

Indicate the requirements from the job posting and how the new faculty member meets each one.

JOB REQUIREMENT AS ADVERTISED				COMMENTS
Description		Minimum	Preferred	
Education				
Type(s) of Job Experience	1			
	2			
	3			
Other Knowledge, Skills Or Characteristics				

### SECTION II. COURSES CREDENTIALLED TO TEACH AS INSTRUCTOR OF RECORD

- List specific courses or groups of courses by prefix/area and course number (e.g. BIO 101-210, all 100 level math courses, all lower level sculpture courses, 500/600 level British literature) or 4-digit CIP code (e.g. undergrad for CIP code 14.07) for any courses that the faculty member is credentialed to teach for each applicable credential type. Please include ALL courses the faculty member can teach, even if the courses are not part of their typical load. Most faculty will have courses indicated for just one credential type.
- Ensure, for faculty credentialed to teach graduate courses, that they have graduate status. Include with this form, for faculty credentialed to teach graduate courses based on experience, the recommendation letter from the Graduate Dean.

1. Based on a terminal degree or non-terminal master's degree in discipline. (See I.D.1 in Faculty Credential Policy.)

2. Based on a graduate degree (master's or above) in another discipline PLUS 18 hours graduate level coursework in the discipline. (See I.D.2 in Faculty Credential Policy.)

List below the specific, relevant 18 hours of coursework completed by the faculty member.

3. Based on experience in the discipline or related field, if required. (See I.D.3 in Faculty Credential Policy.) PROVOST APPROVAL REQUIRED.

**SECTION III. SUPPORTING DOCUMENTATION**

*Submit any required documentation electronically with this form.*

- Biographical sketch or current resume
- Transcripts of all academic work, undergraduate and graduate.
- Letters of reference
- Letter from the Department Chair on experience qualifications, if required (Section II #3)
- Letter from the Graduate Studies Dean on experience qualifications, if required (Section II #3)
- Other Pertinent Information as described below:

**SECTION IV. APPROVALS**

Department Chair	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
College Dean	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny
Provost (if required per I.D.3 in the Faculty Credentials Policy).	<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

*Please submit electronically with all supporting documents  
to the Office of Institutional Research and Assessment at [assessment@uah.edu](mailto:assessment@uah.edu).*