

MTSU Academic Preparation Certification Form

Completion of this form is required for all teaching appointments including full time and part time (adjunct, dual enrollment, dual service, extra compensation, etc.) instruction.

Term _____ Year _____ Department _____

M# _____ Full Name _____

Full time faculty Adjunct
Staff/Administrator teaching
for extra compensation

Academic degrees: List degree, major (as shown on transcript), institution (include city/state) and date of graduation or relevant coursework below. Returning faculty, reference PPAGENL and/or SHADEGR in Banner.

Doctoral degree(s)

Terminal degree in field? Yes No

Official transcript on file?* Yes No

Master's degree(s)

Official transcript on file?* Yes No

Bachelor's degree(s)

Official transcript on file?* Yes No

Required for part time instructors only: Provide course title(s) and course number(s). Limited to 9 hours for adjuncts; 6 hours (or 2 courses) for dual enrollment, dual service, and extra compensation part time faculty members.

SACSCOC credentials guidelines: The SACSCOC Resource Manual for the Principles of Accreditation: Foundations for Quality Enhancement (2018) states: "Qualified, effective faculty members are essential to carry out the mission of the institution and to ensure the quality and integrity of its academic programs. ... While academic credentials in most cases may well be the standard qualification for faculty members, other types of qualifications may prove to be appropriate. Examples could include appropriately related work experiences in the field, professional licensure and certifications related to the teaching assignment, honors and awards, continuing professional development, relevant peer-reviewed publications, and/or continuous documented excellence in teaching."

Undergraduate instructors:

Appointee holds, at minimum, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline).

Appointee does **NOT** hold, a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours in the teaching discipline). Alternate justification provided.

Graduate instructors:

Appointee holds an earned doctorate/terminal degree in the teaching discipline or a related discipline.

Appointee holds graduate faculty status. Faculty member **must** have graduate faculty status in order to teach 5000, 6000, or 7000 level courses. Graduate faculty status expiration date: _____

New application or graduate faculty renewal required. Graduate faculty application submitted on: _____

Appointee not teaching graduate courses.

Term _____ Year _____ Department _____

M# _____ Full Name _____

Alternate justification (provide for those not meeting degree or graduate hour requirements)

Appointee qualifies for an exception to the educational requirement stated above by other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. Where an exception is requested, provide the justification in the space below and attach the supporting documentation to this request. For faculty justified by alternative means, documentation may be more varied and include evidence of appropriate workforce experience, applicable licenses, relevant rewards and recognitions, letters of reference which refer to the reason for the justification, and other documents which provide evidence to support the justification. A curriculum vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, provide documentation independent of the faculty member.

Documentation of academic preparation - must be attached to hiring instrument or on file

The highest degree earned must relate directly to the courses taught. Example: A person holding an Ed.D. degree teaching math is acceptable provided he/she holds a master's degree in math.

Official transcripts are required for all degrees and will be retained in the Office of the University Provost.

International candidates

The college dean accepts the international credentials as presented by the candidate. International transcripts/diplomas translated to English and evaluated by a foreign credential verification company are required.

Dean's Initials _____

Proficiency in oral and written communication

MTSU Policy 207 requires that "all new faculty, full-time and part-time, as well as graduate assistants who will be in a position to instruct students, are proficient in the English language."

Yes No Appointee meets MTSU requirements for oral and written English proficiency

Proficiency in online teaching

If this faculty member is to teach online courses, training in the University supported course management system (currently Desire2Learn) and/or documented prior experience teaching online is required prior to the first day of the teaching assignment.

Appointee meets online teaching requirements

Appointee is not scheduled to teach online courses

Approval:

Department Chair _____ Date _____

College Dean _____ Date _____

Provost (if SACSCOC exception) _____ Date _____