**Roanoke College Adjunct Faculty Credential Form Deadlines: Sept. 20 (for Spring)**

**April 1 (for Fall)**

*The purpose of this form is to demonstrate that Part-Time instructors’ credentials have been examined and that they have been certified to teach specific courses. The top section of this form must be completed by the department chair. Please attach all transcripts (copies are ok), CV, and any licenses/certifications/etc. before forwarding this form to the Assistant Vice President for Academic Operations. Candidates must provide official transcripts (with foreign transcript evaluation as necessary) to the Academic Affairs office before a contract will be issued. If a candidate has already been approved to teach other courses at RC, the department chair must still complete this form and indicate the new courses that the candidate will teach. Only additional licenses, etc. that appear in the “Other Qualifications” section need to be attached.*

**Name of candidate**:

**Status: Part-time** \_\_\_\_ New instructor \_\_\_ Instructor already approved to teach other courses

**Documents attached** (check as appropriate): already on file

**Background check submitted:**

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

**Received report from HR:**

**\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_**

\_\_ Transcript (copy is ok) \_\_ CV \_\_License/Certification/Other

**Academic Degrees & other course credits** (include degree, field, institution, and year):

**Other qualifications**:

*This section needs to be completed if the candidate does not meet SACS requirements (doctoral or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline [a minimum of 18 graduate hours in the teaching discipline]). Include licenses, certifications, honors, awards, relevant work experience, demonstration of teaching effectiveness. Attach copies as appropriate.*

**Course assignments** (include course ID [e.g., PSYC 101] and course title) for semester/year \_\_\_\_\_\_\_:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Based on the standards described above, I believe this candidate is qualified to teach the courses assigned.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date

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**Documents/status verified**:

\_\_ Official transcripts \_\_ Visa status \_\_Foreign Transcript Evaluation

\_\_Foreign Transcript Evaluation not necessary

**I have reviewed this candidate’s credentials and I certify that the candidate is qualified to teach the courses assigned.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assistant Vice President for Academic Operations Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President for Academic Affairs Date

IASU completed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_ form revised 5/2023