

**Procedure for Verifying Credentials of Part-Time Faculty  
Adopted March 2010**

*Implementation: Credentials to teach specific courses are being verified in earnest for all part-time faculty beginning in Spring 2010. This form must be completed for:*

- *all new, part-time instructors hired to teach after Spring 2010;*
- *all established, part-time instructors who will be teaching a course not taught by them after Fall 2009.*
  - *e.g., if Dr. Smith taught RELG 105 in Fall 2009, but not in Spring 2010, a form would be needed the next time Dr. Smith teaches this course;*
  - *e.g., once Dr. Smith's credentials have been verified to teach RELG 201, the form does not have to be completed in any subsequent semester that Dr. Smith will teach RELG 201.*

1. Department chair identifies qualified candidate for courses needed. Chair may make verbal offer pending final verification of qualifications and enrollment.
2. Department chair completes top portion of form.
  - a. In cases where academic degrees do not meet SACS qualifications, chair must include a list of other qualifications and/or a narrative justifying the individual's competency to teach the specific courses.
  - b. Chair must attach transcripts (may be copies; official transcripts must be received in Dean's office before final signatures) and copies of any relevant licenses/certifications/other material demonstrating qualifications.
  - c. Deadlines:
    - i. For a course to be offered in the Spring semester: Sept. 20
    - ii. For a course to be offered in the Fall semester: April 1
3. Form forwarded to Associate Dean for AA&A and then Dean of the College for signatures
  - a. Official transcripts (and foreign transcript evaluations as necessary) must be received and verified before signed. These items are provided at instructor's expense.
4. Department Chair is notified of approval.
5. Contract prepared by Associate Dean for AA&A.
6. When contract is accepted, HR is notified.