



This form is to be completed by the Chair and approved by the Dean for each faculty/adjunct/GTA hired. Include this form and faculty transcripts in the hiring packet forwarded to the Provost's office. This form is available on the Academic Affairs website.

**DOCUMENTATION OF QUALIFICATIONS  
FOR A FULL -TIME (FT) OR PART-TIME (PT) FACULTY APPOINTMENT**

Date: \_\_\_\_\_

Position:  Full-time  Part-time  Adjunct (if GTA) \_\_\_\_\_

Rate: \_\_\_\_\_ (Basis): \_\_\_\_\_

Dept: \_\_\_\_\_ College: \_\_\_\_\_ Teach Discipline: \_\_\_\_\_

If hiring a GTA assistant, list the Instructor of Record for each course:

Example: LiACC 301 ACCT 301

**Qualifications**

The following information must be filled in for all graduate degrees:  
Note: 'Issued to Student' transcript does not qualify as original, SACSCOC approved transcript.

**Graduate Degrees**

Degree: _____ Year: _____ Institution: _____ Field: _____ (Not a Dissertation) Y N CIP Code: _____	
Degree: _____ Year: _____ Institution: _____ Field: _____ (Not a Dissertation) Y N CIP Code: _____	Degree: _____ Year: _____ Institution: _____ Field: _____ (Not a Dissertation) Y N CIP Code: _____

**Credentials:** \_\_\_\_\_

<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> High School GPA _____	<input type="checkbox"/> Master's Thesis	<input type="checkbox"/> Dissertation
<input type="checkbox"/> High School Rank _____	<input type="checkbox"/> Master's Degree (GTA)	<input type="checkbox"/> Dissertation (Chair's Approval)
<input type="checkbox"/> High School Transcript	<input type="checkbox"/> Master's Degree (Chair's Approval)	<input type="checkbox"/> Dissertation (Chair's Approval)
<input type="checkbox"/> High School Transcript (Chair's Approval)	<input type="checkbox"/> Master's Degree (Chair's Approval)	<input type="checkbox"/> Dissertation (Chair's Approval)

**APPROVALS:**

Dept Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Date: \_\_\_\_\_

SACSCOC Liaison: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ Date: \_\_\_\_\_