**TENNESSEE STATE UNIVERSITY**

**FACULTY CREDENTIALS REVIEW FORM**

**FULL-TIME & PART-TIME FACULTY APPLICANTS**

**This form must be completed by the department chair and all appropriate documents submitted to Academic Affairs for review prior to a contract for faculty appointment being issued.**

Name of Faculty Member: Click here to enter text.

Academic Department: Click here to enter text. Status: Full-time  Part-time

Click here to enter text. Click here to enter text.

Semester and Year of Initial Appointment Proposed Rank

Academic Degrees (Major and Institution) or Relevant Coursework (Official documentation must be attached to application or on file with the university.)

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Is the degree-conferring institution a regionally accredited institution and recognized by the U.S. Department of Education?  YES  NO

Is the institution outside the United States?  YES  NO

*NOTE: If the institution is non-regionally accredited OR is located outside the United States, evidence of appropriate academic preparation must be provided by having diploma/credentials evaluated by World Education Services, Inc. or another authorized agency. The evaluation must be attached to this document for consideration.*

**SACSCOC Faculty Credentials**

Tennessee State University adheres to the Comprehensive Standard 6.2a of the *Principles of Accreditation* (2018).

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

*Approved: College Delegate Assembly, December 2006*

*Updated for Revised Principles: April 2018*

***Undergraduate Instruction***

Applicant is a graduate teaching assistant holding a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline. Applicant (GTA) must have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned or periodic evaluations.

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

***Graduate Instruction***

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

Applicant holds graduate faculty status. If Applicant is new to the institution, the Applicant must apply for graduate faculty status during the first year of employment. Faculty member must have graduate faculty status to teach courses with a 5000 level or higher.

***Alternate Justification for Those Not Meeting Degree or Graduate Hour Requirements***

Applicant 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 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 vita/resume, web pages, or other self-generated documents do not provide the appropriate level of documentation envisioned by this standard. Rather, documentation independent of the faculty member should be provided.

***Proficiency in Oral and Written Communication***

TSU Policy requires that “all faculty at Board of Regents institutions are proficient in oral and written English.”

Applicant meets TBR requirements for oral and written English proficiency.

**Approval:**

Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Vice President (for exceptions) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_