

**Faculty Credentials  
New Hire Documentation**

*This form should be completed for each new instructional hire and be submitted with the hire approval letter to Academic Affairs.*

**Date:**

**Faculty Name:**

**Hiring Department:**

**Requisition #:**

**Courses to be taught** (include prefix, number, and title):

Does the candidate possess the terminal degree in the teaching discipline directly related to the course(s) he or she will be teaching? **(If yes, stop here.)**                      **No**                      **YES**                      **No; candidate is ABD**

Does the candidate possess a master's degree with a concentration in the teaching discipline (minimum 18 graduate semester hours) directly related to the course(s) he or she will be teaching?

**No**                      **YES**

Will the candidate be assigned to graduate-level coursework?                      **No**                      **YES**

**If the candidate does not possess a master's degree with a concentration in the teaching discipline, OR will be teaching graduate-level coursework, please complete the following:**

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**Rationale for faculty credentials (Complete all that apply):**

Extensive Work/Professional Experience in Discipline:

Discipline-Related Licensure and Certifications:

Discipline-Related Honors and Awards:

Extensive Publications and/or Presentations in Field:

Other:

**Approvals:**

Department Chair

Academic Dean