



Faculty Credential and Qualification Form ?  
Office of Strategic Planning and Institutional Effectiveness  
NORTH CAROLINA A&T STATE UNIVERSITY  
(Please complete for all new hires)

Date:

Have you posted this position and included a copy or a valid link to the announcement ?  
Yes or No

Link:

*\*Only complete applications will be processed!*

Section 1

Faculty Name	Department	Status (Full/Part Time)	Rank ?
		Full Time	
		Part Time	

Section 2 ?

Anticipated Teaching Load (one row per course-complete all cells):

\*Maximum course load for adjunct faculty per semester = 12 credit hours. Adjuncts teaching more than 9 credit hours are eligible for benefits. Please contact Human Resources for details.

The instructor must be credentialed (approved using this form) the semester BEFORE the teaching assignment. Failing to do so is a violation of SACSCOC standards.

Course Code	Course No.	Course Title	Course Description	Credit Hours	Term & Year	Level (UG/G)
		Course CIP Code*				

\*Course CIP Code –Click ?

### Section 3

**3a. If GenEd/UG Course(s),** does the faculty have a doctorate or master's degree in the teaching discipline?

**Yes      or No**

**If yes, go to Section 4. If No,** the faculty is required to have a master's degree with a concentration in the teaching discipline.

List course numbers and titles of the most relevant 18 credit hours of graduate coursework completed in the teaching discipline as stated on the transcript(s).

*Use separate sheet to list and describe distinguished professional experience in the teaching discipline.*

**3b. If Graduate course,** does faculty have doctorate/terminal degree in teaching discipline?

**Yes      or No**

**If Yes, go to Section 4. If No,** the faculty is required to have a doctorate/terminal degree in the teaching discipline or a related discipline.

List course numbers and titles of the most relevant 18 credit hours of graduate coursework completed in the teaching discipline as stated on the transcript(s).

*Use separate sheet to list and describe distinguished professional experience in the teaching discipline.*

### Section 4

**Have you included transcripts for all degrees earned?**

Yes      or No

*\*Only complete applications will be processed!*

### Section 5

**Have you included an updated and complete CV?**

Yes      or No

*\*Only complete applications will be processed!*

## Section 6

**Academic Degrees Earned** (as stated on transcripts; **LIST ALL**):

Degree	Discipline	University ?!	Terminal (Yes/No)
	Degree CIP Code* ?!		

\*Degree CIP Code –Click ?!

## Section 7

**Professional Licensures and/or Certifications** (as required by program)

List and provide details and documentation.

\_\_\_\_\_

*Chair*

\_\_\_\_\_

*Dean*

\_\_\_\_\_

*Vice Provost for Strategic Planning and Institutional Effectiveness*

## Section 2 – Continued...

**Anticipated Teaching Load** (one row per course-complete all cells):

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