



Faculty Certification of Credentials

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members (SACSCOC 6.2.a, effective January 2018). MGA employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications primary consideration is given to highest degree earned in the discipline. Consideration is also given to the individual's competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **Beginning AY 2018-2019, all graduate faculty must have on file a memo assigning them to Graduate Faculty Status or, if they do not hold a terminal degree in area, a memo assigning them to Provisional Graduate Faculty Status (see MGA Faculty Credentialing Handbook 2018-2109).**

Employment Information

Academic Unit **Check One:** New Continuing

Faculty Last Name **First Name** **Middle**

Highest Degree Awarded **Degree Granting Institution**

Employment Status: Tenured Tenure Track Lecturer Instructor (part time only)

Academic Standing: Assistant Professor Associate Professor Professor

Check One: Full Time Position Part Time Position

Prepared By: **Position:** **Date:**

Unit Level Approval: _____ **Position:** **Date:**

Provost Office Approval _____ **Position:** **Date:**

Instructional Assignments and Teaching Credentials

Instructional assignments are based on the individual's preparation to teach to the learning outcomes for each course assigned. This form should be used for justification of instructional assignments at the time of hire and when a change in instructional assignments would warrant a review of teaching credentials. Academic transcripts, a current vitae, and documents referenced in Table 4 *Other Teaching Credentials* must accompany this form for ease of reference.

Table 1: Formal Education (List all earned degrees)

Degree	Date Awarded	Academic Discipline (include major, minors, cognates)	CIP Codes	Degree Granting Institution	Terminal Degree In-Field

Table 2: Courses Credentialed to Teach

Complete the table below according to the Faculty Qualifications Hiring and Instructional Assignment Guide for your academic unit. Check all categories of qualifications that apply.

Area A - E Core Qualifications (Check all that apply)							
AREA A-E Core and 1000/2000	Terminal Degree in Discipline	Terminal Degree in Area of Specialty Related to Major	Master's Degree in Teaching Discipline	Master's Degree and 18 hrs. in Teaching Discipline	Baccalaureate Degree in Teaching Discipline	Associate's Degree in Teaching Discipline	*Other Teaching Credentials
Course Prefix and Title							

*Complete Table 4 - Other Teaching Credentials

Area F Core and 3000/4000 Qualifications

(Check all that apply)

AREA F Core and 3000/4000	Terminal Degree in Discipline	Terminal Degree in Area of Specialty Related to Major	Master's Degree in Teaching Discipline	*Master's Degree and 18 hrs. in Teaching Discipline	Baccalaureate Degree in Teaching Discipline	Associate's Degree in Teaching Discipline	*Other Teaching Credentials
Course Prefix and Title							

*Complete Table 4 - Other Teaching Credentials

Courses Numbered 5000 and Higher Qualifications
(Check all that apply)

Courses Numbered 5000 and Higher	Terminal Degree in Discipline	Terminal Degree in Area of Specialty Related to Major	Master's Degree in Teaching Discipline	*Master's Degree and 18 hrs. in Teaching Discipline	Baccalaureate Degree in Teaching Discipline	Associate's Degree in Teaching Discipline	*Other Teaching Credentials
Course Prefix and Title							

*Complete Table 4 - Other Teaching Credentials

Table 4: Other Teaching Credentials

Faculty who cannot be credentialed to teach by formal academic preparation may qualify by other than academic credentials. Consideration of other qualifications is on a course by course basis. If the same credentials are used for more than one course, cluster all applicable courses in the row labeled *MGA Course(s) Prefix*. Credentials would be listed once for the block of courses.

Credentials	MGA Prefix of Course to be Taught	Other Teaching Credentials
<p>A. Publications, presented papers, visual and performing arts</p>		
<p>B. Work experience prior to employment at MGA</p>		
<p>C. Post degree facilitated learning experiences (professional development)</p>		
<p>D. Licensures and Certificates</p>		
<p>E. Honors and Awards</p>		