



Human Resources

Faculty Teaching Credentials (General Education and Transfer Disciplines)

Directions: In accordance with the faculty credentials guidelines of the Southern Association of Colleges and Schools (SACS) and College of the Mainland, this form must be completed and submitted with the Personal Action Form (PAF) or the first adjunct contract.

SACSCOC Comprehensive Standard 6.2.a of the *Principles of Accreditation Guidelines* and COM Minimum Criteria:

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). (refer to the current Faculty Credentialing Manual for discipline specific criteria)

Faculty Member Information:

Name:	
ID #:	

Department Information:

Date:	
Dept. Name:	
Dept. Chair:	

Faculty Member's Educational Institution(s) and Degree(s):

Degree Date	Institution	Degree	Major

Attach a copy of the faculty member's transcripts(s). (Please ensure that Human Resources obtains an "official" copy.)

Faculty Member's Teaching Discipline Information:

Teaching Discipline covered by this form:	
Courses the faculty member will be teaching:	
Minimum Qualifications	☐ The faculty member has a Masters or Doctoral degree with a major in the teaching discipline.

	☐ The faculty member has a Masters or Doctorate degree with a minimum of 18 graduate semester hours in the teaching discipline. * ☐ No (SOQ Required) **
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Graduate Coursework:

* If the faculty member's Masters (or Doctoral) Degree is not in the discipline specified on this form, list at least 18 hours of graduate coursework that qualify this faculty member to teach in this discipline (attach a copy of the appropriate transcript):

Course Date	Course Number	Course Name	Hours
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs
			_____ ☐ Sem hrs or ☐ Qtr hrs

Total Graduate Hours in Discipline (at least 18 semester hours or 24 quarters): _____

**** If the faculty member does not have 18 graduate hours in the discipline, a Statement of Qualification form (SOQ) is required to justify the qualifications to teach courses in the specified discipline.**

I certify that the appropriate transcript or other documentation verifies that the instructor meets the minimum requirements of SACS.

Approvals:

Department Chair	Date
Dean	Date
Vice President for Instruction	Date