



# Certification of Teaching Credentials Form

This form documents that instructors of record meet university and regional accrediting agency qualifications for teaching. It must be completed and on file in the department for all instructors of record who have not previously been credentialed and documented in Xitracs Credentials.

## Section 1: Employee Information

Instructor's Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Is the employee a Graduate Teaching Assistant? NO  YES

**Section 2: Earned Degree Information** — List highest earned degree. List additional degrees ONLY if the highest degree is not sufficient for credentialing.

Degree (highest first)	Discipline/Major of Degree	Institution	Location (State)	Year

## Section 3: Eligibility

List course prefix of teaching discipline(s) for which instructor is qualified to teach according to the SACSCOC Degree Guidelines listed below.

- Faculty eligible to teach graduate and undergraduate courses:** Earned doctorate/terminal degree in the teaching discipline or a related discipline
- Faculty teaching undergraduate course(s) only:** Doctoral 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).
- 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.

Course Prefix of Teaching Discipline	Check ONE of the Following for each prefix: Instructor is Qualified to Teach...	
	BOTH Graduate and Undergraduate Courses	Undergraduate Courses ONLY

Check ONE of the Following for each prefix: Qualification is Based on...			
Terminal degree in teaching discipline or related area	Master's Degree in teaching discipline	Master's degree in any area and 18 graduate credit hours in teaching area OR GTA (If Checked Complete Section 4)*	Alternate Qualifications (If Checked, Complete Section 5)**

**Section 4: Graduate Credit Hours in the Teaching Discipline (Complete only if needed)\***

If you checked the box above indicating that your teaching credentials in this area are based on a master’s degree outside the teaching area plus a minimum of 18 graduate credit hours in the teaching discipline or you are a graduate teaching assistant serving as an instructor of record, please indicate the course numbers and titles, credit hours and institution granting those credit hours in the box below:

Course Number and Title	Credit Hours	Institution Granting

Course Number and Title	Credit Hours	Institution Granting

**Section 5: Additional Qualifications (Complete only if needed)\*\***

Complete this section for all instructional faculty who are NOT degree qualified according to the SACSCOC Degree Guidelines documented in Section 3. Please check all Alternate Qualifications that apply, and **explain each checked item** in the space provided. Supporting documents such as transcripts, copies of licenses and certifications, etc. must be submitted with this form.

Alternate Qualifications	Justification Narrative
<input type="checkbox"/> Research and Publications	
<input type="checkbox"/> Professional Licensure or Certification	
<input type="checkbox"/> Special Training	
<input type="checkbox"/> Related Work Experience	
<input type="checkbox"/> Documented Teaching Excellence in Discipline	
<input type="checkbox"/> Honors, Awards, or Special Recognition	
<input type="checkbox"/> Other Competencies or Achievements	

**Section 6: Certification of Foreign Transcripts**

Was qualifying academic degree awarded by a foreign institution? NO  YES

If yes, have educational credentials been evaluated for equivalency by an approved agency and are the results are on file with USF Human Resources? NO  YES

<b>Office use only:</b> CV on file in dept or vita bank: NO <input type="checkbox"/> YES <input type="checkbox"/> Official transcript on file in HR: NO <input type="checkbox"/> YES <input type="checkbox"/>
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**Signatures**

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

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

(Dean signature required for alternate credentials only)