



CREDENTIAL APPROVAL FORM (Adjunct Faculty)

Directions: The applicant and the appropriate Dean/Vice President of Economic Development must complete this form to assess faculty credentials using the guidelines as described in the *Faculty Credentials Review Manual*. The completed form must be submitted with documentation of qualifications to the Office of Institutional Effectiveness. An Adjunct Faculty Agreement will be contingent upon final review and approval by the Office of Institutional Effectiveness. This includes the credentialing qualifications and satisfactory employment background investigations as determined by the Office of Human Resources.

Name of Faculty Applicant _____

Name of Person Completing Form _____

Campus: *North* *South* *Jefferson* *Sparta* *LOIC* *Other* _____

- Department:**
- | | |
|--|--|
| <input type="checkbox"/> <i>Allied Health</i> | <input type="checkbox"/> <i>Public Services</i> |
| <input type="checkbox"/> <i>Arts & Sciences</i> | <input type="checkbox"/> <i>Technical & Industrial</i> |
| <input type="checkbox"/> <i>Business Technology</i> | <input type="checkbox"/> <i>Transportation</i> |
| <input type="checkbox"/> <i>Economic Development</i> | <input type="checkbox"/> <i>Adult Education</i> |

Based on the summary of qualifications listed make a case for what qualifies this applicant to teach.

Proposed Course*	What Qualifies the Person to Teach the Course?
<i>Example: BUS 108—Word Processing</i>	<i>Example: BUS 203—Word Processing, Georgia Southern University; MOS Word Core & Expert certification exams</i>

Accreditation: Are degree/credit granting institutions regionally accredited? Yes No

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(Note: International institutions require additional verification procedures.)

* Please review course competencies when considering relevant qualifications.

CREDENTIALS STATUS

(Check the appropriate category based on "HGTC Courses" Listing)

Category 1: General Core Associate Degree Courses

Credentials Needed:

Doctor's or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline

Category 2: Occupational Associate Degree Courses

Credentials Needed:

Bachelor's degree in the teaching discipline, or associate's degree in the teaching discipline and demonstrated competencies in the teaching discipline.

Category 3: Diploma/Certificate Occupational Course

Credentials Needed: Some college or specialized training, but with an emphasis on competency gained through work experience. In all cases, faculty members **MUST** have special competence in the fields in which they teach.

Category 4: Diploma Math and English Courses

Credentials Needed:

Baccalaureate degree in field and should have work or other experience which helps them relate these skills to the occupational field.

Category 5: Learning Support

Credentials Needed:

Baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in a discipline related to their assignment or graduate training in remedial education.

Category 6: Adult Education

Credentials Needed:

Baccalaureate degree and also should have attributes or experiences, which help them relate to the particular needs of the adults they teach.

Provide the documentation needed to support the applicant's qualifications to teach:

	On File	Needed	Received
Current Resume including work experience	_____	_____	_____
Official College Transcript(s), issued to OFTC	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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Official Documentation of Professional and
Work Experience

Current Occupational Certification/ License

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*The faculty applicant certifies by signature below that all information provided to OFTC in seeking an Adjunct Faculty Agreement for employment and all supporting documentation are correct and accurate to the best of his/her knowledge. **The applicant furthermore understands that all original documentation (as listed above) must be received by the institution within four weeks of employment to avoid cancellation of Adjunct Faculty Agreement. If there is a contradiction between the original and the copy provided, the Adjunct Faculty Agreement will be null and void.***

Faculty Applicant _____ **Date** _____

Dean/Vice President _____ **Date** _____

Vice President/Provost _____ **Date** _____

Institutional Effectiveness Office _____ **Date** _____

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