

**FACULTY CREDENTIALS VERIFICATION**

Name: \_\_\_\_\_ Empl ID#: \_\_\_\_\_  
College: \_\_\_\_\_ New/Returning: \_\_\_\_\_  
Course(s) Scheduled to Teach: \_\_\_\_\_

Highest earned degree, major, and institution:  
\_\_\_\_\_  
\_\_\_\_\_

If highest earned degree is less than a Ph.D. (or equivalent), number of graduate hours taken in area in which individual is assigned to teach (must be documented by transcript in file):  
\_\_\_\_\_

Unique field experience, specific related course work or competencies (must be documented in file):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**~For the Office of the Associate Vice President for Academic Affairs Only~**

- |   | Course(s) or Subject(s) Approved |
|---|----------------------------------|
| <input type="checkbox"/> Approved to teach both graduate and undergraduate courses.   | _____                            |
| <input type="checkbox"/> Approved to teach graduate courses with this<br>Instructor of Record _____.  | _____                            |
| <input type="checkbox"/> Approved to teach undergraduate courses only.  | _____                            |
| <input type="checkbox"/> Approved as a Graduate Teaching Fellow. (Must have Master's Degree)  | _____                            |
| <input type="checkbox"/> Approved as a Graduate Teaching Assistant.<br>(Must be graduate student, working under the direct supervision of this<br>Instructor of Record _____. | _____                            |
| <input type="checkbox"/> Not approved to teach.   |                                  |

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Vice President for Academic Affairs