

Employee: _____

Department: _____

Part-Time Faculty Pre-Employment Checklist

Letters of application must include unofficial transcripts. Candidates must present official transcripts at the time of campus visits.

Complete

- | | |
|--|-------|
| 1. Background Check Authorization | _____ |
| 2. Employment Application Form | _____ |
| 3. Resume | _____ |
| 4. Personnel Action Request (PAR) Form | _____ |
| 5. Personal Data form | _____ |

- | | | |
|-----------------|-------------------|-----------------|
| 6. Transcripts: | <u>Unofficial</u> | <u>Official</u> |
| a. Bachelor's | _____ | _____ |
| b. Master's | _____ | _____ |
| c. Doctorate | _____ | _____ |
| d. Other | _____ | _____ |
| e. Other | _____ | _____ |

7. Level of courses to be taught:
- _____ Developmental
- _____ Undergraduate
- _____ Graduate
- _____ Post-Baccalaureate

8. List the specific course(s) the instructor will teach:

9. If the instructor lacks documentation as to any of the SACS requirements, please indicate what is missing. How and when will this be supplied?

10. List any justifications or special qualifications for using this instructor. For example, President Jimmy Carter lacks the terminal degree, yet he is well qualified to teach a political science course about the American Presidency. In your justification include information about professional licensure and certification, special distinctions such as publishing a book or articles in professional journals, special awards and honors, and other indicators of professional distinction.

Meets the SACS credentials guidelines (**see below**) _____ Yes _____ No

Department Chair Signature

Date

If guidelines have not been met describe the justification:

Credentials Guidelines:

a. Faculty teaching general education courses at the undergraduate level: doctor's 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**).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctor's or master's degree with a concentration in the teaching discipline (**a minimum of 18 graduate semester hours in the teaching discipline**).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctor's 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**). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree - usually the earned doctorate - in the discipline.

e. Faculty teaching graduate and post-baccalaureate course work: earned doctoral/terminal degree in the teaching discipline or a related discipline with a **minimum of 18 graduate semester hours in the teaching discipline**.

f. 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.

Upon approval to hire from Academic Affairs (RFP, transcripts, courses) and Human Resources (Background Check) the Personnel Action Request is submitted to Academic Affairs, who then submits to Human Resources.

Human Resources initiates the employment process.