

**BETHUNE-COOKMAN UNIVERSITY
DEPARTMENTAL FACULTY CREDENTIALS EVALUATION**

Name of Applicant: _____

Academic School: _____

Teaching Location: _____

Materials Evaluated (*Please **submit originals*** as indicated and/or copies of evaluated materials*):

- | | |
|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Documentation of related work experiences in field |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Documented excellence in teaching |
| <input type="checkbox"/> Official Transcript(s)* | |
| <input type="checkbox"/> Professional Licensure/Certifications | |

1. Professional preparation:

- a. Degree(s): _____

- b. Eighteen (18) or more graduate semester hours in assigned field (see the Statement of Certification below): Yes No
- c. Other preparation: _____

2. Professional experience (attach additional sheet, if necessary):

3. Publications and related activities (attach additional sheet, if necessary):

4. Statement of Certification:

I certify that the above-named applicant is qualified to teach the assigned courses based on the following institutional and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines -- **Faculty teaching baccalaureate courses: doctorate 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).**

5. Statement of Justification:

If applicant is not qualified to teach assigned courses based on the institutional and SACSCOC degree and credit hours guidelines (<http://www.sacscoc.org/pdf/081705/faculty%20credentials.pdf>), please attach a letter to this form stating the alternative justification for hiring the applicant.

6. List the courses (prefix and name) that the person is qualified to teach in accordance with SACSCOC and the University's "Criteria". Please include remedial courses:

1. _____
2. _____
3. _____
4. _____
5. _____

Credentials reviewed by: _____ Date: _____

Signature