



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 the USF FACT component of the FAIR system.

Section 1: Employee Information

Instructor's Name: _____ Employee ID: _____

College: _____ Department _____

Are you 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. (Lines may be inserted in the table if needed.)

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 SACS Degree Guidelines listed below. (Lines may be inserted in the table if needed.)

1. **Faculty eligible to teach graduate and undergraduate courses:** *Earned doctorate/terminal degree in the teaching discipline or a related discipline*
2. **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).*
3. **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 <i>(If Checked Complete Section 4)*</i>	Alternate Qualifications <i>(If Checked, Complete Section 5)**</i>

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

If needed, detail graduate courses and hours completed in the teaching discipline in the boxes below. This will be necessary for those whose teaching credentials are based on a master’s degree outside the teaching area plus a minimum of 18 graduate credit hours in the teaching discipline, graduate teaching assistants serving as instructors of record and others as requested by the teaching department. Please indicate the course numbers and titles, credit hours and institution granting those credit hours.

Course Number and Title	Credit Hours	Institution Granting

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

Complete this section if the teaching department has considered evidence of alternate qualifications as part of the credentialing process. 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. If this section is being completed for the purpose of requesting an exception to primary academic teaching credentials, please check the appropriate box below.

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	

<input type="checkbox"/> Requesting an Exception to Primary Academic Teaching Credentials

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 ____

Office use only: CV on file in dept or vita bank: NO ____ YES ____ Official transcript on file in HR: NO ____ YES ____

Signatures

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

(For exceptions only)