Faculty Qualification Form

FLORIDA SOUTHWESTERN STATE COLLEGE

This form documents that a faculty member's credentials meet SACSCOC and Florida SouthWestern State College qualifications for teaching and must be completed for all faculty. The complete form, along with all supporting documents, must be sent to the Office of the Provost and Vice President of Academic Affairs for approval before any faculty member may be assigned to a course.

Last Name	First Name	Eight digit Banner ID
		@
Select FQF Type	Choose an item.	

School or Division	Campus, Center, or Off Campus
Choose an item.	Choose an item.

Full-Time Faculty	Adjunct Faculty	Dual Enrollment Faculty
Choose an item.	Choose an item.	Choose an item.

Credential Status	
☐	Qualified to teach college-level courses
☐	Qualified for college preparatory or technical, non-transfer courses
☐	Alternatively qualified by means of competency, effectiveness, and capacity (Attach statement of support and all necessary documents)

Education

List **only** the degrees and/or graduate semester hours (GSH) used to determine faculty qualification.
Do not list GSH if the faculty has a Doctorate or Master's in the discipline.

Institution	Degree Earned	Major/Subject	GSH (if applicable)	Degree conferred date (XX/XX/XXXX)
	Choose an Item			
	Choose an Item			
	Choose an Item			
	Choose an Item			

VPAA – Revised 10/05, 9/06, 10/07, 07/08, 09/08, 05/10, 04/11, 06/12, 5/13, 6/13, 7/13, 8/14, 2/16, 7/16, 11/16, 05/18

Make sure you are using the current template.

Commented [BM1]: The Banner ID must be included when the FQF is submitted for review and approval, even for newly hired faculty members.

Commented [BM2]: Select "New" for the initial FQF for a newly hired faculty member. Select "Update to original FQF" if a different School or Division is adding coursework to the faculty member's credentials. For example, Dr. Clark would complete an "Update to original FQF" when adding SLS 1515 to a faculty member's credentials if the original FQF was completed by another School of Division. In addition, the School or Division that completed the original FQF can submit an update.

All "Updates to original FQF" will be stored in the personnel file with the original FQF.

Commented [BM3]: FQFs for DE faculty need to be reviewed and approved by the Director, Dual Enrollment and the Dean, School of Education.

Commented [BM4]: Make sure to identify the faculty type. When updating an FQF for a full-time faculty member to change to a higher level of pay, include the PAF along with the FQF.

Commented [BM5]: If the faculty member is being credentialed to teach *even one college-level course*, then only check this box. For example, ENC 1101 or ENC 0022.

Commented [BM6]: Make sure to include the supporting documentation for faculty that are being alternatively qualified to teach and list the supplemental qualification criteria on page 2.

Commented [BM7]: Only list institutions needed for the qualification of the faculty member. For example, if someone has a qualifying Master's degree, only the Master's degree needs to be listed. Unofficial transcripts may be used for the initial qualification, but official transcripts need to be received by HR within 30 after the hire date.

Always include copies of the transcript(s) or, in the case of an FQF update, a screenshot of the faculty member's credentials from the Faculty Credentialing Manager.

Commented [BM8]: Make sure to include the Major/Subject indicated on the transcript.

Commented [BM9]: Only list the GSH that need to be clarified for the credentialing. If the degree earned is the determining factor, then GSH do not need to be listed along with the degree. Make sure to highlight the GSH on the transcript.

Commented [BM10]: Make sure to include the *conferral/awarded date* indicated on the transcript and highlight the degree on the transcript.

List Supplemental Qualification Criteria (complete only if applicable and include documentation with FQF if required) (Work experience, licenses, SLS instructor modules, teaching experience, etc.)

Credentialed to Teach

Course Prefix	Course numbers or list "All"	Exceptions

Signatures

Chair, Director, or Coordinator (sign and date)	Date
Type Name Here	

Academic Dean (sign and date)	Date
Type Name Here	

Vice Provost for Academic Affairs (sign and date)	Date
Dr. Eileen DeLuca	

Entered in Banner by:	Date

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