

Faculty Qualification Form



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 Accountability and Effectiveness for review; it will then be sent to the Office of the Vice President of Academic Affairs for approval. Faculty members may only be assigned to a course following VPAA approval.

Commented [DB1]: Completed form should include all applicable fields filled out, all supporting documents, and both department approval signatures and dates.

Commented [DB2]: Supporting documents should include the relevant page (with revision date) of the Credentialing Guidelines & all transcripts used for credentialing (OR screenshot of the credential manager with term date visible – this option only available for updated FQFs)

Commented [DB3]: Select “New” if there is no current FQF on file. Otherwise, select “Update”

Last Name	First Name	Eight Digit Banner ID
		@
Select FQF Type		

School or Division	Campus, Center, or Off Campus
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Full-Time Faculty	Adjunct Faculty	Dual Enrollment Faculty
Choose an item.	Choose an item.	Choose an item.

Credential Status (Choose only one)	
<input type="checkbox"/>	Qualified to teach college-level courses
<input type="checkbox"/>	Qualified for college preparatory or technical, non-transfer courses

Education – Degree(s) Conferred: List **only** the degrees used to determine faculty qualification
 Useful resources:
<https://www.ed.gov/accreditation>, <https://www.chea.org/>, <https://www.naces.org/members>

Institution	Accrediting Agency (or NACES Evaluator)	Degree Earned	Major <i>As Listed on Transcript</i>	Degree Conferred Date (xx/xx/xxxx)
		Choose an Item		
		Choose an Item		
		Choose an Item		

Commented [DB4]: Only list institutions needed for credentialing. Ex: Someone has both an MA & BA in the field – only list the Master’s. Unofficial transcripts may be used for initial qualification, but official transcripts must be received by HR within 30 days after the hire date.

Commented [DB6]: Transcripts usually list degree date as “awarded” or “conferred” and this should be highlighted on the transcript. If no day is listed, use last day of month.

Commented [DB5]: Foreign transcript evaluations should be from a NACES (National Association of Credential Evaluation Services) evaluator

Commented [DB7]: If you do not see the agency or degree option listed, please contact Office of Accountability & Effectiveness (Team AASPIRE) for an updated list

Education – Graduate Semester Hours: If applicable, list GSH used to determine faculty qualification

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Institution	Accrediting Agency (or NACES Evaluator)	Discipline	Number of GSH

Commented [DB8]: Make sure to list GSH as semester hour count. Only list GSH that are needed for credentialing outside of the degree earned as the determining factor. Make sure to highlight the GSH on the transcript. If calculating GSH for more than one discipline, use more than one row and two different highlighting colors.

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

Commented [DB9]: This list should help an auditor navigate supplemental attachments such as licenses, certifications, etc. Do not attach or list CV's or resumes.

Credentialed to Teach		
Course Prefix	Course numbers or list "All"	Exceptions

Commented [DB10]: Ensure that faculty credentials align with Guideline requirements for the course prefixes and numbers listed.

Signatures

Program Director, Chair or Coordinator (sign and date) Type Name Here	Date
Academic Dean (sign and date) Type Name Here	Date
Interim VPAA (sign and date) Dr. Judith Bilsky	Date
Entered into Banner By (sign and date) D'ariel Barnard	Date

Commented [DB11]: Type the name of the person signing approval. Everyone signing the FQF is responsible for reviewing the information contained on the form and in attached supplemental materials.

Commented [DB12]: Ensure use of the current form from the document manager