

Attachment A

**FACULTY CREDENTIALS AUDIT AND VERIFICATION FORM**  
**(ADJUNCT FACULTY AND TEACHERS)**

**(For Use with Policy #3111B)**

The Hiring Dean is responsible for reviewing, analyzing, and verifying applicant transcripts and related degrees, teaching history, professional experience, and certifications. This form must be completed and approved with supporting documentation/analysis before a candidate can be recommended for hire. This form is finalized via approval of the Vice President of Academic Affairs and President (or designee) and is stored in the successful candidate's personnel file in the Office of Human Resources.

**Note:** Adjuncts are required to submit official transcripts to HR within 30 days of hire. Hiring Deans must regularly review the Delinquent Transcript Report distributed monthly by HR with the understanding that those listed on the report are deemed ineligible for future assignments until an official transcript is secured.

<b>Candidate Name:</b>			
<b>Position Considered For:</b>		<b>Dept.</b>	
<b>Master's Degree Required:</b>			
<b>Discipline:</b>		<b>Position #:</b>	
<b>Presentation Requirement Completed (via video or in person)</b>	<b>YES</b>	or	<b>NO</b>
<b>Hiring Dean is requesting approval for credential substitution(s):</b>	<b>YES*</b>	or	<b>NO</b>
<i>*If "YES" supporting documentation/analysis must be attached.</i>			
<b>CREDENTIALS SUMMARY:</b>			
<b>All degrees listed are to have been awarded from a regionally accredited institution of higher education at the time of application.</b>			
<b>A. Master's Degree in the Discipline</b>			<input type="checkbox"/>
<i>Hiring Dean: Please sign/date here: _____</i>			
<b>B. Master's Degree in a Different Discipline plus 18 Graduate Credits in the Discipline : _____</b>			<input type="checkbox"/>
<i>Hiring Dean: Please sign/date here: _____</i>			
<b>C. Master's Degree in Different Discipline, plus at least two years of directly related professional field experience and/or certification/licensure in the field of specialization. Discipline: _____</b>			<input type="checkbox"/>
<b>NOTE FIELD EXPERIENCE, CERTIFICATION OR LICENSURE: _____</b>			
<i>Hiring Dean: Please sign/date here: _____</i>			
<b>D. A Bachelor's degree in the discipline, plus at least five years of full time teaching or directly related professional field experience and certification or licensure in the field of specialization.</b>			<input type="checkbox"/>
<i>Hiring Dean: Please sign/date here: _____</i>			
<b>I have reviewed the credentials and analysis submitted by the hiring Dean and approve the substitution(s) indicated above within the College's online system:</b>			
<b>VICE PRESIDENT ACADEMIC AFFAIRS (or designee)</b>	<b>ELECTRONIC SIGNATURE/DATE</b>		
<b>PRESIDENT (or designee)</b>	<b>ELECTRONIC SIGNATURE/DATE</b>		