



LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

This form to be completed by the Chair and approved by the Dean for each faculty hired. Include this form and faculty transcripts in the hiring packet forwarded to the Provost's office. This form is available online: <http://sacs.lamar.edu/acadaffairs/forms.php>

DOCUMENTATION OF QUALIFICATIONS FOR A FULL-TIME (FT) OR PART-TIME (PT) FACULTY APPOINTMENT

Date: _____ Faculty Member's Full Name: _____

Status (check one): Full time Part time Adjunct (includes GTA)

Rank (to include titles of impermanence such as Visiting): _____

Department and College: Dept: _____ / College: _____

Teaching Discipline: _____ Beginning semester: _____

Course Assignments and/or Level of Instruction (e.g., lower division, upper division, graduate) during current academic year: _____

Qualifications

The following information must be filled in for all graduate degrees:

Note: 'Issued to Student' transcript does not qualify as original, SACSCOC approved transcript.

Graduate Degrees

Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N	Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N
Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N	Name of Degree: _____ Year granted: _____ Name of University: _____ Field/Discipline: _____ <small>Please circle one response below (Note: transcripts 'issued to student' is not an original):</small> Original Transcript enclosed: Y N Copy enclosed: Y N

Credentials: The faculty member is qualified to teach in the position due to (select one):

Holds a Master's degree and 18 graduate hours in the discipline.

Holds a Master's degree in the discipline

Holds 18 graduate hours in the discipline (GTAs only)

Holds a terminal degree in the discipline

Other (Dean or Chair letter of support and documentation of the following applicable waivers is required):

Work experience Professional licensure

Certificates Honors & Awards

Excellence in Teaching Other competencies

Faculty Vita enclosed

APPROVALS:

Dept. Chair _____ Date: _____

Dean _____ Date: _____

OAAP _____ Date: _____

Provost _____ Date: _____

(This document and the corresponding original transcripts remain in the Office of the Provost for SACSCOC accreditation purposes)