

Nashville State Technical Community College

Faculty Credentials Guidelines & Checklist

(This Form Must Be Completed and Approved Prior to Initial Employment)

Name: _____ Division: _____

Date of Initial hire: _____ Location of Initial Assignment: _____ Rank: _____

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| Appointment (check as appropriate): | |
| <input type="checkbox"/> 9 month <input type="checkbox"/> 12 month <input type="checkbox"/> Full-time <input type="checkbox"/> Adjunct | |
| Type of Contract: TEMPORARY <input type="checkbox"/> TERM <input type="checkbox"/> TENURE TRACK <input type="checkbox"/> | |

| Educational Credentials to support teaching assignment: | | | Official Transcript on File? | Verified By: | HR use |
|---|-------|---------------------|------------------------------|--------------|--------|
| Specific degree | Field | College/ University | | | |
| | | | official copy | | |
| | | | | | |
| | | | | | |
| License/Certification: | | | Copy on File? | | |

| | | |
|---|-------------------|---------------------|
| A. General Education & Career Discipline Courses designed for transfer | <i>Check one:</i> | <i>Verified by:</i> |
| 1. A Master's or doctoral degree with a major in the teaching discipline. | | |
| 2. A Master's or doctoral degree with 18 Graduate Hours in teaching discipline; highlight these courses on the transcript | | |
| 3. Other Qualifications: justification and documentation in file | | |

| | | |
|--|--|--|
| B. Career/technical courses not designed for transfer: | | |
| 1. Baccalaureate degree in teaching discipline | | |
| 2. Appropriate work experience; justification and documentation attached | | |
| 3. Other Qualifications: justification and documentation in file | | |

| | | |
|---|--|--|
| C. Developmental Studies Courses: | | |
| 1 Meets campus qualification requirements | | |
| 2 Other Qualifications: justification and documentation in file | | |

| | | |
|---|--|--|
| D. English as a Second Language Courses: | | |
| 1 Meets campus qualification requirements | | |
| 2 Other Qualifications: Justification and documentation in file | | |

Qualified to Teach the following Courses: _____

Approval of completed checklist:

Division: _____ Date: _____

SACS Liason: _____ Date: _____