

ARKANSAS BAPTIST COLLEGE OFFICE OF ACADEMIC AFFAIRS

VERIFICATION OF FACULTY CREDENTIALS

Verification of credentials is required for all faculty, including adjuncts and full-time fixed-term faculty regardless of the instructional delivery mode. **This form must be submitted and approved before the faculty member is hired and before the faculty member provides instruction.**

INSTRUCTIONS: Use this form to document academic credentials and other qualifications that attest to the faculty member's eligibility to teach the courses listed on this form. To document academic credentials, review the transcript of the highest degree earned by the faculty member and enter the required information. If non-academic qualifications are being used to justify the faculty member's eligibility, list that information in the appropriate area in Section 2.

If this form was completed when the faculty member was hired to teach in a previous academic term and there is no change in the faculty member's credentials and no change in the course the faculty member will teach, please indicate this by checking the appropriate box below. After completing the form, sign (digital signatures are allowed) and upload the form with the hiring documents for the next level of approval.

Submission of this form does not substitute for submitting the faculty member's official transcript to the Human Resources and the Office of Academic Affairs. It is recommended that the hiring unit keep a copy of the faculty member's transcript in the unit office.

DEPARTMENT _____

FACULTY MEMBER'S NAME _____

SPECIFIC COURSE(S) FACULTY MEMBER IS CREDENTIALIALED TO TEACH

Course Number and Course Name	Course Number and Course Name

_____ **Check here for returning faculty only if ALL of the following statements are true.**

- 1) This form was submitted when this faculty member was hired to teach at Arkansas Baptist College during a previous academic term and a copy of the completed form with approvals is on file.
- 2) There has been no change in the faculty member's credentials.
- 3) There has been no change in the courses this faculty member will teach during this contact period.

**ARKANSAS BAPTIST COLLEGE
OFFICE OF ACADEMIC AFFAIRS**

VERIFICATION OF FACULTY CREDENTIALS

SECTION 2 – OTHER QUALIFICATIONS

Complete this section to provide information about additional qualifications used to meet HLC credentials guidelines			

Professional Licensure and Certifications

Licensure or Certification (full title)	Granting Organization/Agency	Effective Dates (from – to)

Honors and Awards

Honor or Award	Granting Organization/Agency	Date

Documented Excellence in Teaching or Other Demonstrated Competencies /Achievements

Activity	Date

**ARKANSAS BAPTIST COLLEGE
OFFICE OF ACADEMIC AFFAIRS**

VERIFICATION OF FACULTY CREDENTIALS

Course and Curricular Development

Activity	Date

SECTION 3 - SIGNATURES OF APPROVAL

Department Chair
Division Head
Office of Academic Affairs

A signed copy of the Verification of Faculty Credentials form should be kept on file in the academic department and the Office of Academic Affairs in addition to the copy maintained in the file in Human Resources.