

Tennessee Technological University
Faculty Qualifications Certification Form

(to be completed with initial employment, with a copy kept in faculty member's department personnel file)

Form is not valid without required documentation.

Name _____

T-Number or last 4 digits SSN _____

Department _____

Initial Appointment (semester/year) _____

Check one on each line:

_____ full-time _____ part-time
_____ temporary _____ permanent
_____ non-tenurable _____ tenure-track _____ tenured

Qualifications (check all that apply):

_____ Earned terminal degree in the teaching discipline (if the master's degree is considered the terminal degree in the discipline, explanation and documentation must be attached)^{1, 2}

_____ Earned terminal degree in a related discipline, with significant background in the teaching area²

_____ Master's degree with a major in the teaching discipline

_____ Master's degree in any discipline, plus 18 graduate semester hours in the teaching discipline

_____ Exception based on outstanding professional experience and demonstrated contributions to the teaching discipline; normally with an earned bachelor's degree (an explanatory memo and other supporting documentation must be attached)³

Documentation:

_____ Official transcripts
_____ CV
_____ Other (attach)

Faculty member possesses at least the minimum qualifications (by highest degree held or exception) to teach at the following level:

___ Doctoral ___ Specialist/Master's ___ Baccalaureate ___ Other

Departmental Chairperson

Date

Dean

Date

¹Minimum qualification to teach at the doctoral level.

²The master's degree in a discipline where that degree is considered a terminal degree or a master's degree in the discipline coupled with an earned terminal degree in a related discipline is the minimum qualification for teaching at the master's or specialist's level.

³Acceptable at baccalaureate level only. Documentation should include a detailed account of professional and work experience, technical and performance competency, records of publications, certifications, licenses, and other relevant credentials.