Murray State University

FACULTY CREDENTIAL CERTIFICATION

SECTION I: EMPLOYEE INFORMATION

☐ New Faculty/Adjunct Hire ☐ Category Change (Attach justification memo)

College/School	Department	Dept Phone

Last	First	Middle	M#	Rank

Check all that apply: Full-time ☐ Part-time ☐ Adjunct ☐ Advisor Only ☐ Other _____

SECTION II: DEGREE INFORMATION *Original transcripts for the two highest degrees and a current vita must be submitted.*

Undergraduate

College/University	Area/Major	Total Hours in Major	Minor	Total Hours in Minor	Degree	Date Awarded

Graduate

College/University	Specialization	Total Hours in Major	Subconcentration(s)		Degree	Date Awarded

SECTION III: COURSE(S) TO BE INSTRUCTED (Prefix and Course Number)

1) 2) 3) 4) 5)

SECTION IV: Check here and complete Section IV on reverse if other qualifications should be considered for degree category assignment. _____

Please submit the following to the Office of the Provost:

_____ Faculty Credential Certification

_____ Current Vita

_____ Transcripts (Two Highest Degrees)

_____ Copies of Documentation from Section IV (if applicable)

_____ AACRO Certification for Faculty with Degrees from Non-U.S. or Non-Accredited Universities (Contact your Dean's Office)

I have read the faculty credential categories listed on the reverse and propose the following degree category for this faculty member.

Category *Dean's Signature* *Date*

_____ _____

Office of the Provost Use Only

☐ Current Vita

☐ Transcripts (Two Highest Degrees)

Meets SACSCOC Rule to Teach

_____UG _____G

Category Authorized _____

Date _____

Approved _____

SECTION IV: OTHER QUALIFICATIONS Please check all other qualifications that apply to the discipline for which credential certification is being requested. Provide a short narrative listing specific details of each. Provide documentation/copies of all certifications, licensures, training, or research.

	Degree(s) from related discipline	
	Credentials, Licensure(s) Ex. CPA	
	Military experience	
	Documented Scholarly Research, Publications in related discipline	
	Exceptional professional experience in requested discipline	
	Special training	
	Awards and honors	
	Other competencies	

FACULTY CREDENTIAL CATEGORIES

A: Levels 000-999 **GRADUATE AND POST-BACCALAUREATE COURSES** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline, OR, **2)** in exceptional cases, a master's degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

B: Levels 000-599 **BACCALAUREATE COURSES** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline or a closely related discipline, OR **2)** a master's degree in teaching or related discipline, OR **3)** a master's degree with a concentration of at least 18 graduate semester hours and documentation of outstanding professional experience and/or demonstrated contributions, OR, **4)** in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

C: Levels 000-199 **ASSOCIATE DEGREE COURSES NOT FOR BACCALAUREATE TRANSFER** *Teaching Discipline-Specific Qualifications:* **1)** a bachelor's degree AND show documented training or classroom experience in the area, OR, **2)** in exceptional cases, an associate's degree with documentation of outstanding professional experience and demonstrated contributions.

D: Levels 000-299 **ASSOCIATE DEGREE COURSES FOR BACCALAUREATE TRANSFER** *Teaching Discipline-Specific Qualifications:* **1)** a doctorate in the teaching discipline or a closely related discipline, OR **2)** a master's degree in the teaching discipline or a closely related discipline, OR **3)** a master's degree with a concentration of at least 18 graduate semester hours and documentation of outstanding professional experience and/or demonstrated contributions, OR, **4)** in exceptional cases, a baccalaureate degree and documented scholarly or creative activity through peer recognition, exceptional professional experience, professional licensure or certifications, or other related competencies. Refereed publications are particularly relevant.

E: Levels 000-599 *Laboratories* **GRADUATE TEACHING ASSISTANTS WITH MORE THAN 18 GRADUATE HOURS** *Teaching Discipline-Specific Qualifications:* **1)** a master's degree, OR **2)** 18 graduate semester hours, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. May be assigned primary teaching responsibility for introductory courses in the discipline, usually those at the 100 level.

F: Levels 000-599 *Only Laboratory and Breakout Sections* **GRADUATE TEACHING ASSISTANTS WITH FEWER THAN 18 GRADUATE HOURS** *Teaching Discipline-Specific Qualifications:* All students in this category must be enrolled in good standing in an appropriate graduate program and hold a bachelor's degree in or related to the discipline. May assist in teaching, or be assigned secondary teaching responsibility for laboratory and breakout sections. Students must also be supervised by a faculty member experienced in the teaching discipline, have regular in-service training, and undergo planned and periodic evaluations.

G: Levels 000-599 **ROTC/U.S. MILITARY SCIENCE PROGRAMS** Faculty and staff in this category should hold a master's degree in an appropriate subject area, OR a bachelor's degree in an appropriate subject area combined with two years of military service and documented success in specialty military training, OR an associate's degree in an appropriate subject area combined with three years of military service and documented success in specialty military training, OR Cadet Command-approved ROTC instruction as denoted in the Memorandum of Agreement with the U.S. Army.

H: Levels 000-199 **REMEDIAL / DEVELOPMENTAL COURSES** Faculty and staff instructing remedial/developmental courses, which do not count towards graduation credit hour requirements, must hold a bachelor's degree in the teaching discipline or a related field AND show documented training or classroom experience in the area.

I: Levels ESL 000-399 **ENGLISH AS A SECOND LANGUAGE** (Non-credit bearing courses) Full-time and part-time instructors of ESL courses, which do not count towards graduation credit hour requirements, should hold a master's degree in TESOL or a closely related field. Graduate Teaching Assistants in TESOL or a related degree field must have a documented enrollment or completion of a methods and materials in teaching ESL. Accreditation reference: TESOL Commission on Accreditation (TCA) / Commission on English Language Program Accreditation (CEA).