

**TRINITY VALLEY COMMUNITY COLLEGE
FACULTY CREDENTIAL JUSTIFICATION OF QUALIFICATIONS FORM**

<input type="checkbox"/> NEW FORM <input type="checkbox"/> UPDATED FORM <i>(only complete appropriate boxes APPLICABLE to the change)</i>			DATE:
<p>TVCC adheres to SACSCOC Comprehensive Standard 3.7.1 published in the <i>Principles of Accreditation</i> by employing competent faculty members qualified to accomplish the mission and goals of the College. TVCC determines and defines faculty qualifications through an internal process that uses guidelines based on the type of course the faculty member teaches.</p> <p>If a faculty member does not possess the academic credentials outlined in the Guidelines And Standards For Documentation Of Faculty Credentials and presented in the TVCC Faculty Credential Evaluation Summary form, a TVCC Faculty Credential Justification of Qualifications form must be completed by immediate supervisor, signed by the VP of Instruction, and submitted to the Human Resource (HR) department.</p> <p>The TVCC Faculty Credential Justification of Qualifications form outlines the relevant justification(s) which have been used to qualify the faculty member whose academic experience may fall below the TVCC qualification standards. Supporting documentation outlining the justification should be cited and submitted with the justification provided on this form.</p>			
Faculty Name	Full/Part-Time	Semester	Year
Program Area: (check the appropriate box)			
<input type="checkbox"/> Developmental <input type="checkbox"/> Undergraduate Nontransferable <input type="checkbox"/> Undergraduate Transferable			
Teaching Discipline(s):			
Course Prefix(s)	Course Number(s)	Course Name(s)	Semester Credit Hour(s)
Prepared By:			
<p>Justification of Qualifications Summary: Provide a brief summary in the section below explaining the relevant justification(s) which have been used to qualify the faculty member whose academic experience may fall below the TVCC qualification standards. Supporting documentation outlining the justification should be cited and submitted with the justification provided on this form. Examples of acceptable justification may include, but not be limited to the following:</p> <ul style="list-style-type: none"> Related work experience in the discipline (NOTE: <i>Work experience must be accompanied by supporting documentation that verifies employment records: i.e. reference check log, letter of employment on company letterhead, pay stubs, tax documents, etc.</i>) Professional licensure and certifications Honors, awards, or continued documented excellence in teaching Demonstrated competencies and achievements related to the learning outcomes of the course(s) which will be taught 			
Concluding Remarks:			
Approval Signatures:			
Immediate Supervisor (Division Chair, Dean, AVP, Provost)		Date	
Vice President of Instruction		Date	