

Documentation of Faculty Credentials  
Pittsburg State University

This form documents that instructional faculty meet HLC qualifications for teaching. The form must be completed for all new full-time and part-time employees as well as reappointments who will be listed as instructors of record.

**Section 1: Employee Information**

College: \_\_\_\_\_ Department: \_\_\_\_\_

Faculty Member's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Academic Rank: \_\_\_\_\_ PSU ID: \_\_\_\_\_

Check all that Apply:  Tenured/Tenure Earning  Full-time Temporary  Part-time Temporary

**Section 2: Earned Degree Information**

Earned Degree (Highest First)	Discipline	Institution (must be nationally accredited)	Year Degree Received	Official Transcript on File

**Section 3: Course(s) to be taught:** \_\_\_\_\_  
\_\_\_\_\_

**Section 4: Eligibility**

Basis for Qualification (Check One)  Graduate Degree in Major  
 Additional Qualifications *at the Time of Initial Hire*

If basis for eligibility is additional qualifications, please check all that apply and **attach documentation appropriate to course(s) being taught:**

- Degree from related discipline
- Professional Licensure or Certification
- Related Work Experience
- Honors, Awards, or Special Recognition
- Research and Publications
- Special Training
- Documented Teaching Excellence in Discipline
- Other Competencies or Achievements

Justification Narrative: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EO/AA Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_