



**JUSTIFICATION FOR APPOINTMENT
IN LIEU OF FORMAL ACADEMIC PREPARATION
TO MEET SACSCOC REQUIREMENTS**

NAME:

DEGREES: If earned in U.S., title of highest degree attained and the field in which the degree was granted, along with any extra academic preparation:

If earned abroad, title of the highest degree, the institution at which it was awarded, and its field:

If degree earned abroad, equivalent U.S. degree:

Name of agency that evaluated the foreign transcript and the date of evaluation:

Name:

Date:

TEACHING RESPONSIBILITIES List catalog title and number of courses the faculty member is expected to teach; also show if course is undergraduate (U) or graduate (G):

JUSTIFICATION (If additional space is needed, please submit an attachment):

Attach candidate CV and transcript (unofficial is acceptable) to this request.

Approval:

Dean

Date:

Approval:

Jeffrey Legro, EVP & Provost

Date:

The original copy of this form is to be kept in the faculty member's personnel file in the Dean's Office.

Please note: Faculty teaching baccalaureate courses must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). Faculty teaching at the master's or specialist degree level must hold the terminal degree in the teaching discipline or a related discipline.
The full policy on [Academic & Professional Preparation Requirements for Faculty](#) can be found in the [Policy Library](#).