

**Florida International University
Certification of Credentials and Qualifications for an Adjunct Appointment**

This form documents that adjuncts being appointed to Florida International University meet the qualifications established by the Southern Association of Colleges and Schools (SACS). This form must be forwarded to the Provost with the Adjunct/Extra State compensation form for any teaching assignment.

Name: _____
(Type or print legibly)

*PantherID: _____

Department Name: _____

Earned Degrees (e.g., BS, MS, PhD, EdD, etc.)	Discipline	Year Degree Earned	Institution of earned degree	Location of Awarding Institution	Highest Degree Terminal in the Teaching Field?

1. If any degree is awarded by a foreign institution **NOT** accredited by a regional accrediting agency equivalent to SACS, have the educational credentials been evaluated for equivalency?
 ____ Yes ____ No

**Answer only if highest earned degree is NOT considered to be the terminal degree in the teaching field.
 (NOTE: If the answer to EITHER #2 or #3 is "No," the answer to #4 MUST be "Yes.")**

2. The appointee holds at least a master's degree **and** the appointee's transcript shows at least 18 graduate semester credits **in the teaching field.** ____ Yes ____ No

3. The appointee will teach only undergraduate courses. ____ Yes ____ No

4. Exceptional alternative qualifications justify the appointee teaching without the recommended educational credential. (A statement of justification and documentation of alternative qualifications must be attached.) ____ Yes ____ No

Based on Credentialing above, list courses this adjunct may be assigned to teach. If a justification and matrix are needed, list specific course(s) below:

Answer for ALL appointees:

5. English is the native language of the appointee. ____ Yes ____ No

6. If no, competency in spoken English has been demonstrated to the satisfaction of the Department Head (or other administrator initiating the offer). ____ Yes ____ No

7. Degree information was obtained from: ____ Official transcript ____ Unofficial transcript ____ Vitae ____ Diploma

Certified, Chair or Associate Dean

Approved, College/School Dean

Approved, Provost

Signature/Date

Signature/Date

Signature/Date

*Leave blank if unavailable