

**Florida International University**  
**Certification of Credentials and Qualifications for a Faculty Appointment**

This form documents that faculty being appointed to Florida International University meet the qualifications established by the Southern Association of Colleges and Schools (SACS). This form must be completed by the Department Head, Program Head, or Associate Dean (as appropriate) and approved by the Dean of the College/School. This form must be forwarded to the Provost with the offer letter packet.

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 faculty member 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