

## Certification of Credentials and Qualifications for Faculty Appointment

The following form is used to summarize the qualifications for faculty appointments. All degrees related to appointments must be from an institution accredited by SACSCOC or an equivalent recognized regional accrediting agency. **Before** an offer letter is prepared, this form **must be approved by the Department Head**. In order to list majors, minors, and/or concentration, these disciplines must be identified on the Adjunct's transcript. Majors, minors, and/or concentrations must be in the **teaching discipline or a closely related field**.

<b>Name of Faculty:</b>	Skylar Redlin
<b>Faculty Position:</b>	Adjunct (or Instructor or GA or GLA or GTA, etc.)
<b>Department:</b>	Department of Counseling
<b>Prefix, number, and section:</b>	CNSL 0001 ***note: multiple course and sections can be listed, as well as future courses or sections not yet taught
<b>Title of Course:</b>	Counseling for Beginners *** note: this must match the above in regards to the course listed, all titles must be listed here

### **Education Information:**

	<b>Doctorate</b>	<b>Masters</b>	<b>Bachelors</b>
<b>Name of University</b>	Tarleton State University	Tarleton State University	Tarleton State University
<b>Degree</b>	PhD	MS	BS
<b>Date Awarded/Conferred</b>	05/2019	05/2015	05/2012
<b>Major</b>	Counseling	Counseling	Psychology
<b>Minor/Concentration</b>		n/a	n/a
<b># Graduate SCH in Teaching Discipline</b>		18	

**Note: For Undergraduate courses, a Master's Degree WITH a minimum of 18 Graduate SCH are requested in the teaching discipline. For Graduate courses, a TERMINAL degree in the teaching field is requested.**

**\*Justifications are noted for each course taught in the matrix below**

Circle the appropriate justification:

1. The faculty will be teaching at lower, upper, graduate or doctoral level(s). Highest earned degree in teaching discipline is: PhD
2. The faculty is justified for teaching as noted in the matrix of relevant qualifications versus course outcomes summarized for each course taught by the Adjunct. (If this is circled, please complete page 2)
3. The faculty will be teaching courses that are not designed to count as credit toward a baccalaureate degree. The faculty possesses a bachelor's degree in the teaching discipline or an associate's degree with demonstrated competencies in the teaching discipline as noted in the matrix for each course taught. (If this is circled, please complete page 2)

**Official transcripts must be provided prior to offer to verify credentials**

\_\_\_\_\_  
Signature of Department Head                      Date

\_\_\_\_\_  
Signature of Dean                                      Date

\_\_\_\_\_  
Signature of AVP, CAFA                              Date