

ST. PETERSBURG COLLEGE FACULTY CREDENTIAL EVALUATION FORM (one per teaching discipline)

Last name _____ First name _____ Instructor is: Full-time Adjunct Supplemental
 Acad. org. _____ Employee ID # _____ Beginning term I II III
 List start date _____ Term # _____

Teaching discipline reference number _____ Teaching discipline title _____
 All SPC courses to be taught in this teaching discipline _____

➤ Attach list if needed

Degree(s)/Payroll status (exactly as listed on transcripts)	Institution	Date Degree awarded - MM / YYYY	Discipline/Major
<input type="checkbox"/> Associate's degree	_____	_____	_____
<input type="checkbox"/> Bachelor's degree	_____	_____	_____
<input type="checkbox"/> Bachelor's + 62	_____	_____	_____
<input type="checkbox"/> Master's degree	_____	_____	_____
<input type="checkbox"/> Master's + 30	_____	_____	_____
<input type="checkbox"/> Doctorate	_____	_____	_____

List additional coursework if not part of degree completion, needed to meet requirements in teaching discipline: Example: 9 gsh, History, USE; 9 gsh History, FSU

- (If applicable, a complete *course-by-course* foreign credential evaluation by a certified member organization of the National Association of Credential Evaluation Services (<http://www.naces.org/>) must be attached to this credential form.)
- List required licensure(s)/certification(s), if applicable _____

Industry-related work experience: Begin/End date _____ Employer, City, State _____ Job title _____

(Must apply to subject being taught as required by teaching discipline)

Academic credential information (to be obtained from the transcripts submitted):

Subject area (taken from list in teaching discipline)	Course prefix	Course number	Course title	Term Credit hours *	Institution
TOTAL:					
For most disciplines, at least 18 graduate hrs per term are required Use attachment if needed					

* (1 quarter hour = .667 of an hour per term)

➤ Explanation of courses listed above (i.e., **undergraduate course** if included as part of 18 gsh, or **directed study/research, special topics**):

➤ If instructor assigned to SPC developmental courses, identify: Teaching experience in a discipline related to the teaching assignment
 List teaching site(s): _____
 Name of institution _____ City _____ State _____

Or identify: Graduate training in remedial education

List training: _____
 Course title _____ Name of institution _____ City _____ State _____

To be checked off for all faculty hires:

- Based on the candidate's written Philosophy of Education statement and the interview, I have judged the oral and written communication skills to be satisfactory.
- I certify that I have completed credentialing using official transcripts.
- I certify that I have completed credentialing using unofficial transcripts and that official transcripts have been ordered.

To be checked if specific for teaching discipline:

- Demonstrated competency in technology and/or research.
- College Success Skills training completed (for SLS 1101, SLS 1106, SLS 1501, SLS 0003).

Program Director/ Instructor-In-Charge _____ Date _____ Dean/Provost/VP Baccalaureate _____ Date _____
 Academic Chair/Coordinator _____ HR representative's initial _____ Date _____