UNIVERSITY OF SOUTH ALABAMA
PART-TIME FACULTY APPOINTMENT FORM

Instructor Name: _____ Effective Term: _____

College: _____ Department: _____

Proposed Courses to Teach: (List Specific Course Name, Suffix, and Number. Attach Additional Sheets if needed.)

**If proposed courses are graduate, a graduate appointment is required. Contact 460-6310 for specific requirements.* Undergraduate: ☐ Graduate: ☐

ex. EH 101-English Composition I		

Institution(s) of Higher Education Attended:

Name of Institution:	Type of Degree (ex. BS/MS/PhD)	Year Awarded	Major

Professional Certification(s)/License(s): _____

Is an Exception Needed?	Yes ☐ *If yes, please complete the Graduate Course Work table below and provide a rationale for the exception in the provided space (attach additional page(s) if necessary)*
	No ☐ *If no, proceed to approval signatures*

Graduate Course Work in Teaching or Closely Related Disciplines (List Specific Course Suffix, Course Name, and Credit Hours)

Total Credit Hours: 0

Course Suffix-Course Name	Credit Hour:	Course Suffix-Course Name	Credit Hour:	Course Suffix-Course Name	Credit Hour:
ex. EH 101-English Composition I					

Rationale for Exception: (See Faculty Qualifications Guidelines on page 2 & attach additional page(s) if necessary)

Approvals

Chair (*includes certifying English Proficiency)* **Date** **Dean** (*includes certifying English Proficiency)* **Date**

Graduate School: **Senior Vice Provost** **Date**

Graduate School Dean **Date** **Provost & SVPAA** **Date**

Attach Complete File	
☐ Original Transcripts (cannot be issued to student)	☐ Biographical Data Form
☐ Letter of Recommendation from Department Chair, including Approval Signature of Dean	☐ Curriculum Vita
☐ Three Signed Original Letters of Recommendation form External Referees	☐ USA Faculty Consent Form (Background Investigation)

Academic Affairs Use Only	
J#	**Date Received**

Distribution of Part-Time Faculty Appointment Form:
Original: Dean's Office Personnel File 1 Copy: Departmental Personnel File 1 Copy: Academic Affairs Personnel File

Rev. 5/19

Faculty Qualification Guidelines

Each full time and part time faculty member teaching credit courses leading toward a baccalaureate degree must have the appropriate credentials as follows:

- Faculty teaching ***general education courses*** at the undergraduate level must have a doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

- 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).

- ***Graduate teaching assistants*** must have a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

The University recognizes that interdisciplinary courses require variable credentials, which will be evaluated according to the subject matter.

Faculty teaching remedial courses must hold a baccalaureate degree in a discipline related to their teaching assignment and have either teaching experience in the discipline or graduate training in remedial education.

When individuals do not meet the above criteria, but have exceptional skills or experience, an exception may be requested. Requests for exceptions must be based on detailed information describing exceptional scholarly or creative activity, professional experience, certification(s) or license(s), special awards, or other noteworthy accomplishments and include the appropriate documentation.

Each full time and part time faculty member teaching credit courses leading toward a graduate degree must have the appropriate credentials as follows:

- Faculty teaching ***graduate and post-baccalaureate course work*** must have a doctorate/terminal degree in the teaching discipline or a related discipline).

Suggestions for Completing the Graduate Course Work Table and Rationale for Exception

Below is a list of suggestions to use when completing this form.

- Does the applicant have a doctorate or master's degree in the teaching discipline? If yes, you **do not** need to complete the "Exception for Teaching Undergraduate Courses" form.

- Did the applicant take courses that are related to the teaching discipline but which are listed on the transcript using a different prefix? If yes, list those courses in the section entitled "Graduate course work in teaching or closely related disciplines".

- Does the applicant have professional certifications or licenses the support their qualifications to teach in the discipline? If yes, list under professional certification(s)/license.

- Does the applicant have sufficient professional experience in the teaching or related discipline? If yes, include specific details regarding experience in the rationale.

- Has the applicant made contributions to scholarship, including but not limited to authoring books, book chapters or articles in journals? If yes, include specific details regarding publications in the rationale.

- Has the applicant received regional, national or international recognition, awards or honors related to teaching in subject area? If yes, include specific details in the rationale.

- Has the applicant participated in professional development classes? If yes, include specific details in the rationale.

Make sure to explain in terms that will be clear and understandable to reviewers from other institutions.

Qualifications of faculty members with credentials less than the terminal degree but with exceptional experience or accomplishments must be specifically documented under rationale for exception.

See Academic Affairs website for portfolio guidelines.