

**CERTIFICATION THAT INSTRUCTOR MEETS  
SACS QUALIFICATION GUIDELINES**

This form must be used to certify instructor credentials to teach specific courses when:

- a) Assigning any Adjunct as Instructor of Record for the first time.
- b) Assigning any full-time faculty member as Instructor of Record for the first time for a specific course that falls outside the academic area in which the instructor holds a terminal degree (e.g., a faculty member with a Math Ph.D. is assigned to teach a Statistics course).

Name of College/Department: \_\_\_\_\_

Name	Type of Instructor (e.g. Adjunct, Faculty)	Courses Taught	Academic Degrees/Courses	Other Qualifications

Certified by: \_\_\_\_\_  
Department Chair/Director \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name \_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Dean \_\_\_\_\_  
Date

\_\_\_\_\_  
VP for Faculty Development and Advancement \_\_\_\_\_  
Date

All certifications must be submitted to the Office of Faculty Development and Advancement for approval by May 4, 2016. See "Credentialing Faculty Members Policy" at <http://policies.fsu.edu/> for information about acceptable instructor qualifications.