

**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<br>(e.g. Adjunct,<br>Faculty) | Courses Taught | Academic<br>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 10, 2017. See FSU Policy 3A-2, "Policy for Credentialing Faculty Members" at <http://policies.fsu.edu/> for information about acceptable instructor qualifications.**