

FSU Instructor Credentials Certification Form

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

1. Assigning any Post-doc or Adjunct (including staff members teaching either within their position descriptions or on overloads), as Instructor of Record for the first time to a course. A new form is required only when an Adjunct is assigned to teach in an academic area different from one in which they have been certified.
2. Assigning any full-time faculty member as Instructor of Record for the first time to teach a specific course that falls outside the academic area in which they hold a terminal degree (e.g., a faculty member with a Math Ph.D. is assigned to teach a Statistics course).

Name of Instructor: _____

Empl ID: _____

Name of College/School/Department: _____

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Type of Instructor (e.g. Adjunct, Faculty, Staff)	FSU Course(s) Assigned to Teach (course prefix, course #, and title)	Academic Degrees or Relevant Coursework	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 at fda-faculty@fsu.edu. See FSU Policy 3A-2, "Policy for Credentialing Faculty Members" at <https://regulations.fsu.edu/policies/faculty-development-and-advancement> for information about acceptable instructor qualifications.