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).
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Name of Faculty Member: _____ **Empl ID:** _____

Name of College/School/Department: _____

SPRING 2019

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 by January 11, 2019. See FSU Policy 3A-2, "Policy for Credentialing Faculty Members" at http://fda.fsu.edu/Faculty-Employment/Faculty-Credentialing **for information about acceptable instructor qualifications.**