

**Faculty Credentials Form
Louisiana Tech University
(also for graduate teaching assistants)**

Directions: *Items 1-7* can be completed by faculty applicant or department, but should be reviewed for accuracy by department. *Items 8-14* are to be completed by the department only. The Dean or Vice President can refer a review to the Credential Review Committee if additional evaluation is needed. Completed form to be included with initial Appointment Request Form prior to beginning of employment.

(1) Applicant _____ (2) Department _____

(3) ___ Main Campus ___ Barksdale ___ Extension Adjunct ___ Electronic Learning Adjunct

(4) Degree	(5) Credit Hours in Discipline*	(6) Institution Granting Degree/Credit	(7) Date

(8) **Accreditation.** Are degree/credit granting institutions regionally accredited? ___ Y ___ N
 Note: Degrees from international institutions require evaluation by external evaluation agency which must be completed prior to employment start date.

(9) **Communication Skills.** Has written and oral command of English been verified? ___ Y ___ N
 Note: If English is the Second Language of candidate, attached form must be completed and included.

CREDENTIAL STATUS

(10) Credentialed based on academic preparation to teach the following: ___ Y ___ N

(11) Credentialed as an **exception** (based on experience and/or professional contributions) to teach the following: ___ Y ___ N

DOCUMENTATION

(12) Have official transcripts been received/attached? ___ Y ___ N
 (13) Has external transcript evaluation (if required) been completed/attached? ___ Y ___ N
 (14) Is documentation supporting appointment attached? ___ Y ___ N

The Head/Director certifies by signature below that all information provided on this form and all supporting documentation is correct and accurate to the best of his/her knowledge.

(15) Head/Director _____ Date _____
 (16) Dean _____ Date _____
 (17) Credential Review Committee, if needed _____ Date _____
 (18) Vice President (if as exception or by Review Committee) _____ Date _____

*Note to Department Head, Director, or other assigned reviewer: Degree title and completion date should be "circled" and relevant graduate courses should be "checked" on the accompanying transcripts.