

Full Time Faculty Credentialing Process

1. The vice president determines if the applicant has the appropriate credentials based on relevant transcripts and/or certificates submitted with application.
2. The vice president submits the faculty credentialing form, application, and copy of the relevant transcripts and/or certificates to Human Resources (HR), and instructs the applicant to report to HR for processing.
3. The vice president submits the recommendation for employment form for approval.
4. Once the credentialing form is received by HR, the applicant completes the employment package.
5. HR processes the applicant's information generating a college wide ID#.
6. Faculty must submit their official transcript and/or certificates to HR by the end of the first term of teaching. HR notifies the vice president no later than mid-term if official documents are not received.
7. The vice president is responsible for notifying faculty that no further contracts will be offered unless official documentation is received by the end of the first term
8. Once official transcripts and/or certificates are received by HR, they are stamped and scanned. Scanned documents are attached to the original faculty member credentialing form and returned to the vice president for official credentialing.
9. The vice president reviews the official documentation and returns the signed faculty credentialing form to HR.
10. The vice president authorizes a designated person to enter information in the faculty credential database.
11. All faculty information is maintained in the HR office.

Part Time Faculty, Including Dual Enrollment Faculty, Credentialing Process

1. Prospective faculty members obtain an application from Human Resources (HR), vice president office, or online.
2. The completed application along with a copy of the applicant's relevant transcripts and/or certificates is submitted to the faculty coordinator or director.
3. The faculty coordinator or director submits the application, copy of the relevant transcripts and/or certificates, and completed faculty credentialing form to the appropriate vice president.
4. The vice president determines if the applicant has the appropriate credentials based on relevant transcripts and/or certificates submitted with the application.
5. The vice president submits the faculty credentialing form, application, and copy of the relevant transcripts and/or certificates to HR. The applicant is instructed to report to HR for processing.
6. The vice president submits the recommendation for employment form for approval.
7. Once the faculty credentialing form is received by HR, the applicant completes the employment package.
8. HR processes the applicant's information generating a college wide ID#.
9. Faculty must submit their official transcripts and/or certificates to HR by the end of the first term of teaching. HR notifies the vice president no later than mid-term if official documents are not received.
10. The vice president is responsible for notifying faculty that no further contracts will be offered unless official documentation is received in HR by the end of the first term.
11. Once official documents are received by HR, they are stamped and scanned. Scanned documents are attached to the original faculty member credentialing form and returned to the vice president for official credentialing.
12. The vice president reviews the official documentation and returns the signed faculty credentialing form to HR.
13. The vice president authorizes a designated person to enter information in the faculty credential database.
14. All faculty information is maintained in the HR office.

Faculty Member Credentialing Form

An original academic transcript must be forwarded from the faculty member's college or university to the Office of Human Resources. A copy of the transcript being evaluated must be attached to this form. Signatures on this form indicate that all relevant licenses and certificates have been evaluated and copies attached and exception forms attached if applicable.

FACULTY MEMBER:	ID #	Department Name		Date Credentialed:
List relevant Institutions and coursework for credentialing				
Institution Name(s)	Degree	Major(s)	Date Awarded	License/Certification

Coursework from transcript for credentialing					
Total Qrt Hrs		Total Qrt Hrs		Total Qrt Hrs	
X 2/3 Equiv Sem Hrs		X 2/3 Equiv Sem Hrs		X 2/3 Equiv Sem Hrs	
Total Sem Hrs		Total Sem Hrs		Total Sem Hrs	
Total Sem Hrs or Equiv		Total Sem Hrs or Equiv		Total Sem Hrs or Equiv	

FGC courses instructor is qualified to teach		
Teaching Discipline # 1	Teaching Discipline # 2	Teaching Discipline # 3
FGC Course Number and Name	FGC Course Number and Name	FGC Course Number and Name

Unofficial Transcript Reviewed:	Department Signature	Date
Unofficial Transcript Reviewed:	VP Signature	Date
Official Transcript Reviewed:	VP Signature	Date
Official Documents on File in Human Resources	HR Signature	Date