

**JACKSON STATE UNIVERSITY  
 FACULTY CREDENTIALS REVIEW FORM  
 FULL-TIME & PART-TIME FACULTY APPLICANTS  
 (Please type)**



**This form must be completed by the department chair and all appropriate documents submitted to the Office of Academic Affairs for review prior to a contract for faculty appointment being issued.**

\_\_\_\_\_  
 Name of Faculty Member

\_\_\_\_\_  
 Academic Department

\_\_\_\_\_  
 Proposed Rank

\_\_\_\_\_  
 Highest degree earned in teaching discipline

\_\_\_\_\_  
 Highest degree earned in a related field, if applicable

\_\_\_\_\_  
 If certificate held, please list

\_\_\_\_\_  
 Name of institution conferring degree or certificate

\_\_\_\_\_  
 Location of institution/organization conferring degree or certificate

(1) Is the degree-conferring institution a regionally accredited institution and recognized by the U.S. Department of Education?

- YES
- NO

3) Is the institution outside the United States?

- *If the institution is non-regionally accredited OR is located outside the United States, evidence of appropriate academic preparation must be provided by having diploma/credentials evaluated by World Education Services, Inc. The WES evaluation must be attached to this document for consideration.*

- YES
- NO

(4) If teaching *undergraduate courses*, does the applicant faculty member hold at least a *master's degree* in the academic discipline being taught?

- YES
- NO - *if no, list the required 18 graduate hours in the teaching discipline OR the acceptable professional experience which qualifies the faculty member to teach in the academic discipline:*

(3 hrs.) \_\_\_\_\_

(3 hrs.) \_\_\_\_\_

(3 hrs.) \_\_\_\_\_

(3 hrs.) \_\_\_\_\_

(3 hrs.) \_\_\_\_\_

(3 hrs.) \_\_\_\_\_

(5) If teaching *graduate courses*, does the applicant faculty member hold the required *doctorate* in the academic discipline being taught?

- YES
- NO - *if no, does the applicant hold the doctorate in a related discipline?* \_\_\_\_\_

Professional Experience Substitution Summary(attach a separate sheet, if necessary): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Continued on reverse*

(6) Attach the completed Jackson State University application for employment and, three letters of recommendation, and a current Curriculum Summary Vita which includes:

- ▶ Education
- ▶ Work Experience
- ▶ Publications
- ▶ Research Conducted/Papers/Presentations/Creative Endeavors

(7) Attach one copy of official, original (not photocopies) transcripts for all graduate level course work from all institutions attended for which credit was earned – even if a degree was not conferred.

Additional Data - this section must be completed by department chair

_____	_____	<input type="checkbox"/> Male			_____
Applicant's Date of Birth	Social Security Number	<input type="checkbox"/> Female			# of Years in Higher Education
Does the applicant have experience with any of the following? If so, briefly describe: (1) on-line education _____					
_____					
(2) grant writing _____					
_____					
(3) accreditation _____					
_____					
(4) international education _____					
-					
Tenure Condition:					
<input type="checkbox"/>	Tenure Track			_____	_____
<input type="checkbox"/>	Non-Tenure Track			Proposed Salary	Budget #
_____	Years Credit Toward Tenure				PC#
Is salary comparable to others with similar rank, qualifications and experience? _____ If not, provide justification on separate sheet.					
Justification for new hire: _____					

I certify the above information is accurate and has been verified by me:

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

Return to:  
Office of Academic Affairs  
7<sup>th</sup> Floor Administration Tower  
Post Office Box 18330  
Jackson, MS 39217-0299

Revised:  
October 2007