

is required Contact Academic Affairs for information

on where to submit.

All faculty qualifications portfolio will need to include:

- x Cover page listing
 - o Institution (University of South Alabama)
 - o Academic Program
 - o Faculty Member's Name
 - o Faculty Member's Title
- x Transcripts for all earned degrees and for coursework used in the rationale
- x Curriculum Vitae
- x University of South Alabama (please submit with a copy of the syllabus for the course(s) the faculty member has been approved to teach)

The following documents should be included in the faculty qualifications portfolio as applicable:

- x Letter from employer verifying details of relevant work experience to teaching the course(s) the faculty member has been approved to teach (if applicable)
- x If the instructor is teaching a graduate course, the most recent Graduate School Appointment Letter
- x Any other evidence that supports the rationale for the faculty member to teach the course (e.g. copies of licenses or certifications)
- x Any supporting documentation from the accrediting body (if applicable) accreditation standards that allow Master's level practitioners to supervise students in a graduate program)

Each portfolio should use the following convention to name the file:

firstnamelastname_collegeabbreviation

¹_departmentabbreviationportfolio.pdf (for

example, Jill Smart from History in Arts & Sciences would call her portfolio

jillsmart_AS_HYportfolio.pdf).

¹ Allied Health = AH, Arts & Sciences = AS, Business = BU, Computing = CS, Continuing Education = CE, Education = ED, Engineering = EG, Nursing = NU, Honors = HON