

## Verification of Faculty Credentials (to be completed by faculty member)

1. Faculty Name \_\_\_\_\_ Date \_\_\_\_\_
2. Social Security Number \_\_\_\_\_
3. Circle the College in which you are teaching  
 a. Arts & Letters b. Business c. Education & Psychology d. Health e. Science & Technology f. University Libraries
4. Home Department \_\_\_\_\_
5. Department in which you are teaching \_\_\_\_\_
6. Circle your Job Title  
 a. tenure track b. instructor c. Dean d. Asst Dean e. Dept Chair f. visiting faculty g. adjunct h. graduate student
7. Circle your Academic Rank  
 a. Professor b. Associate c. Assistant d. Instructor e. Adjunct
8. Circle your Tenure Status  
 a. Tenured b. Tenure Track (not yet tenured) c. Not Eligible
9. Educational Background. List a maximum of three degrees, listing you highest degree first. If currently pursuing a degree, list the incomplete degree first and enter the month and year you expect to receive the degree.

Type of Degree	Month and Year Earned or Expected	Name of Institution	State of Institution	Major and Minor (if applicable)

10. Experience in Higher Education. When answering the following questions, multiply your years of service by 12 months even when counting years as faculty on a 9-month contract. Do not include years in graduate school or years of teaching assistantship or adjunct teaching.

\_\_\_\_\_ How many months of experience do you have as an employee in any institution of higher education prior to your current teaching assignment?

\_\_\_\_\_ How many months of teaching experience do you have in any institution of higher education, regardless of teaching load, prior to your current teaching assignment?

\_\_\_\_\_ How many months of experience do you have as an employee at Southern Miss prior to your teaching assignment?

11. Do you have 18 graduate hours in the field in which you are teaching? \_\_\_\_ yes \_\_\_\_ no

12. If the answer is no, please attach a letter of justification explaining your qualifications and credentials to teach the class(es).

Instructor's Signature \_\_\_\_\_  
 Chair's Signature \_\_\_\_\_  
 Dean's Signature \_\_\_\_\_

Date \_\_\_\_\_  
 Date \_\_\_\_\_  
 Date \_\_\_\_\_