FACULTY CREDENTIALS FORM
COMPLETION & SUBMISSION GUIDELINES

1. Access and use the most recent version of the form available:
http://documents.daytonastate.edu/ (Document Repository)
   a. Departments – Human Resources – Adjunct Hiring – faculty_credentials-form.doc

2. In each section of the form, enter information as appropriate
   a. Enter name and Department (i.e., “School of...”, “Institute of...”)
   b. Course prefix/numbers/titles should be entered as displayed in the College Catalog
      i. HINT: If you run out of space on a line, continue entering the particular course
         information on the line below. Please do this if you have the same experience in
         another section.
   c. Credential Status: CTC = to teach college credit courses; CNC = to teach PSAV, adult
      education, and/or continuing education, etc.; CE = to teach by exception based mostly
      on professional experience
   d. Degree, Major, and Institution should be entered as displayed on the applicant’s
      official/unofficial transcript
      i. HINT: Transcript must indicate the degree(s) awarded
   e. For Transfer Courses: appropriate for CTC faculty using 18 graduate hours in discipline
   f. For Non-Transfer Courses: appropriate to list any applicable licenses/certifications/
      professional experience for all Credential Status levels
      i. Include issuing agency for license and certifications: Ex. Florida Department of
         Health Registered Nurse (RN#1234567)
   g. Be sure to check box for Communication Skills (Section 16)
   h. Be sure to check box for Documentation, if applicable (Section 18)

3. Save and email the completed, Word copy of the credential form, along with
   copies of any transcripts, certifications, etc. to
   Alicia.Alexander@daytonastate.edu (Academic Affairs).

4. Academic Affairs will conduct a preliminary review and inform the department
   whether to continue with the hiring process.
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5. Once informed to continue, print the form on two (2), pages (one-sided) and forward for signature. **Faculty applicant, Chair, and AVP must sign prior to submission.** Also, proceed with completing the remaining hiring forms.

6. Submit the hard copy of all signed, original credential and hiring forms to the Office of Academic Affairs for final review and approval.
   a. **HINT: Faculty applicants may complete the I-9, Loyalty Oath and Finger Printing with the Human Resources Department.**

7. Upon approval, Academic Affairs will forward the hiring forms to the Human Resources Department.

8. Human Resources will issue the Employee ID# and confirm with the department that the faculty applicant is hired and in the PeopleSoft system.

NOTES:

- A faculty credential form should be completed and submitted for new applicants, current faculty renewing credentials and current faculty teaching courses for which they’ve not been credentialled previously.

- Contact Alicia.Alexander@daytonastate.edu, Director of Curriculum and Academic Services, if you have questions. (ext. 3969)