

Policy Source: Gwinnett Tech	Owner: Vice President of Human Resources	Effective: 2018
Division: Human Resources	Reviewed: 3/2019 Revised:	

#### **4.1.13F GT Faculty Credential Approval Form**

Faculty Credential Approval

Employee Information

Name	Click here to enter text.		Division	Click here to enter text.
Position	Full Time <input type="checkbox"/>	Adjunct <input type="checkbox"/>	Date	Click here to enter a date.
Title	Click here to enter text.		Course(s) to be taught	Click here to enter text.

Documentation

	Yes	No	N/A
Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Verification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transcripts ( <i>attach copies</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type of Degree/Diploma	Major	Granting Institution	Date Earned
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter a date.

Additional Academic Hours: Click here to enter text.

Certification/Licensure ☐ ☐ ☐

Title	Granting Agency	Date of Issue (M/D/Y)	Date of Expiration (M/D/Y)
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.
Click here to enter text.	Click here to enter text.	Click here to enter a date.	Click here to enter a date.

Justification Form ☐ ☐ ☐

Verification of Review

	Approved – In Full Compliance	Not in Compliance	Signature
Division Dean	<input type="checkbox"/>	<input type="checkbox"/>	
Vice President of Academic Affairs	<input type="checkbox"/>	<input type="checkbox"/>	

Evaluation

ADDITIONAL COMMENTS

Click here to enter text.