

## FACULTY QUALIFICATIONS FOR TEACHING HIRING DEPARTMENT CHECKLIST

- **Teaching Credentials Explicitly Stated:** Credentials appropriate to the teaching assignment are explicitly stated in any recruitment and selection process, whether a full search is conducted or not.
- **Transcripts of Highest Degree Documented:** Transcripts of the highest degree earned are required of all new teaching faculty upon employment. This condition is stated explicitly in all recruitment and selection communication, terms of offer, and any agreements with adjunct or wage faculty members. Continuation of employment is contingent upon receipt and verification of such credentials by the department head/chair or school director or their designee.

For all salaried A/P teaching faculty and all adjunct/wage faculty appointments, the department is responsible for making sure that the transcript is received and provided to Human Resources through their [dropbox submission system](#), and that the Statement of Faculty Qualifications for Teaching is completed and filed in the department.

- For faculty members whose assignments do not include teaching, such as post-docs or other special research faculty, or administrative/professional faculty, adjunct/wage faculty, transcripts of highest degree earned are also required. The department is encouraged to complete the [Statement of Faculty Qualifications for Teaching](#) or transcript cover sheet with name, hiring department and primary VT designation only. The department is responsible for making sure that the transcript and the Statement of Faculty Qualifications for Teaching are provided to Human Resources; copies are kept in the departmental personnel file. It is recommended that the department upload these documents to Human Resources through the link provided above.
- **Other Qualifications Documented:** Academic programs in a number of fields, particularly professional programs and the creative, visual, and performing arts, often benefit from faculty whose accomplishments and significant professional experiences are outside the academy. Department leadership should complete the [Statement of Faculty Qualifications for Teaching](#) to provide information about exceptional experiences or accomplishments that qualify the instructor of record to teach. In addition to the Statement of Faculty Qualifications for Teaching, the department is asked to provide a transcript of the highest degree earned by the instructor.
- **International Institution Certification:** Virginia Tech routinely hires faculty with credentials from foreign institutions and these internationally trained faculty add to the diversity and richness of the teaching and learning environment. It is the responsibility of the department head to verify the quality and equivalency of any highest degree awarded from an international institution. The signature of the department head on the Statement of Faculty Qualifications for Teaching or transcript cover sheet attests to the certification of equivalent international credentials.