

## FACULTY QUALIFICATIONS CHECKLIST

Faculty Qualifications checklist includes all required and optional documentation. Each faculty qualifications approval packet should contain the following, with possible exceptions indicated by an asterisk (\*):

\_\_\_\_\_ CTC Application for Employment/All Transcripts/Licensure/Certification

\_\_\_\_\_ \* Prior Occupational Experience - *CTC Form 202 Career and Technical Education Faculty* completed by the applicant and attached to the application. For career and technical education course approval only.

\_\_\_\_\_ Review of *CTC Form 9 Non-Credit Continuing Education Faculty Qualifications* completed by Campus Dean or Director, Continuing/Workforce Education. *CTC Form 9A Review of Faculty Qualifications for Credit Academic Transfer/CTE courses workforce* completed by the Department Chair, Site Director/Coordinator, or Regional Administrator and signed by the Campus Dean.

\_\_\_\_\_ \* *CTC Form 204 Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline in Lieu of Faculty Academic Preparation Requirement* completed and signed by the Department Chair, Site Director/Coordinator, or Regional Administrator and also signed by the Faculty Member, Campus Dean, and Deputy Chancellor, Educational Program and Support Services.

*\* These forms are only required as applicable to the discipline approval being sought and the lack of the faculty member's educational qualifications at the time of approval review.*

**Full-Time and Adjunct Faculty:** When application, appropriate forms, transcripts, and other qualifying documentation is reviewed and deemed acceptable, the *CTC Form 16 Faculty Approval/Disapproval Notice* will be completed and signed by the Deputy Chancellor, Educational Program and Support Services. Complete faculty qualification packets including the original *CTC Form 16* will be forwarded to the Campus Dean to complete the hiring process.

**Continuing Education Faculty:** CTC Application for Employment and, if applicable, *CTC Form 202 Prior Occupational Experience Career and Technical Education Faculty* will be submitted to Deputy Chancellor, Educational Program and Support Services for approval. *CTC Form 18 Continuing Education Faculty Approval/Disapproval Notice* will be completed and signed by Deputy Chancellor, Educational Program and Support Services.

### CTC Form 21