

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219



State Council of
Higher Education for Virginia

Phone: (804) 225-2600
Fax: (804) 225-2604
TDD: (804) 371-8017
Web: www.schev.edu

Instructor Qualification

Personnel Data

Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Phone:	()		Work Cell #:	()	
Work Fax:	()	E-mail Address:			
Date of Initial Employment:		Full Time:	<input type="checkbox"/>	Part Time:	<input type="checkbox"/>
Name of School (Employer):					
Courses that will be taught:					

Education

Institution Attended (Name plus city & state of location)	Graduated?		Certificate, Diploma or Degree Earned	Major Area of Study	Dates Attended	
	Yes	No			From (Mo./Yr.)	To (Mo./Yr.)
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

Teaching and or Work Experience

Employer		Job Title:	
Address:		Reason for Leaving:	
Subject Taught :			
Job Duties or Responsibilities:			
Length of Work Experience	From:	To:	

Employer		Job Title:	
Address:		Reason for Leaving:	
Subject Taught:			
Job Duties or Responsibilities:			
Length of Work Experience	From:	To:	

Attach separate sheet with additional work experience

Other Relevant Experience

Certifications/Licenses: (Attach a copy of faculty member' credentials)

Occupational Licenses, Certifications or Registrations Held	State Issued	Expiration Date

Verification of Qualification (SCHEV regulations require faculty members to have at least one of the qualifications listed below. Indicate all the qualification that apply and attach the supporting documentation.)

Faculty teaching A.A.S or A.O.S level:

- Associate degree in discipline being taught if teaching occupational/technical courses (attach transcript)
- Baccalaureate degree plus at least 18 graduate credits in discipline being taught if teaching general education courses (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume, copies of certificates held, licenses)

Faculty teaching on college-transfer program at the Associate level:

- Baccalaureate degree in discipline being taught (attach transcript)
- Baccalaureate degree plus at least 18 graduate credits in discipline being taught if teaching general education courses or in programs in the liberal arts and science (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume, copies of certificates held, licenses)

Faculty teaching on Baccalaureate level:

- Master's degree in discipline being taught (attach transcript)
- Master's degree plus at least 18 graduate credits in discipline being taught if baccalaureate degree is in a different discipline (attach transcripts)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume or vitae, list of scholarly publications, etc)

Faculty teaching on Master's level:

- Doctoral or other terminal degree in discipline being taught (attach transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g.: resume or vitae, list of scholarly publications, etc)

Faculty teaching technical courses for career-technical programs not leading to a degree and not offered as degree credit:

- Associate degree related to the area of instruction (attach transcript)
- Two years of technical/occupational experience in the area of teaching responsibility (attach resume)

Disclaimer and Signature

I certify that the foregoing statements are true and complete to the best of my knowledge. I understand that false or misleading information may result in my release.

Signature of Applicant: _____

Date: _____

As an authorized school official, I have carefully reviewed and verified the qualifications of the employee and his/her statements contained on this application. To the best of my knowledge and belief, he/she is qualified for the position as required by the rules for the State Council of Higher Education for Virginia. I understand false and misleading information may result in the suspension and/or revocation of the school's Certificate to Operate, pursuant to § 23.276.6 of the Code of Virginia.

Signature:

Date: