



**JACKSON STATE UNIVERSITY**  
**FACULTY CREDENTIALS REVIEW FORM**  
**FULL-TIME & PART-TIME FACULTY APPLICANTS**  
 (Please type)

**This form must be completed by the department chair and all appropriate documents submitted to the Office of Academic Affairs for review prior to a contract for faculty appointment being issued.**

*Section I. Faculty Information*

<b>Name (Last, First):</b> Click or tap here to enter text.		
<b>J# or Last 4 of SSN:</b> Click or tap here to enter text.		<b>Semester:</b> Click or tap here to enter text.
<b>College:</b> Click or tap here to enter text.		<b>Department:</b> Click or tap here to enter text.
<b>Faculty Status:</b>  <input type="checkbox"/> New Hire <input type="checkbox"/> Returning	<b>Proposed Rank:</b>  <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor <input type="checkbox"/> Instructor <input type="checkbox"/> Adjunct Faculty	<b>Faculty Qualification(s):</b> <i>(check all that apply)</i>  <input type="checkbox"/> Terminal degree in teaching discipline <input type="checkbox"/> Master's + 18 credit hours <input type="checkbox"/> Licensure and/or professional experience in teaching discipline

*Section II. Academic Credentials*

Click or tap here to enter text.

Click or tap here to enter text.

**Highest degree earned in teaching discipline** \_\_\_\_\_

**Year Awarded** \_\_\_\_\_

Click or tap here to enter text.

Click or tap here to enter text.

**Highest degree earned in a related field, if applicable** \_\_\_\_\_

**If certificate held, please list** \_\_\_\_\_

Click or tap here to enter text.

Click or tap here to enter text.

**Name of institution conferring degree or certificate** \_\_\_\_\_

**Location of institution/org conferring degree or certificate** \_\_\_\_\_

Additional Graduate Degree Earned	Discipline (Specialty Area)	Institution Awarding Degree	Year Awarded
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
----------------------------------	----------------------------------	----------------------------------	----------------------------------

**(1) Is the degree-conferring institution a regionally accredited institution and recognized by the U.S. Department of Education?**

- Yes
- No

**(2) Is the institution outside the United States?**

*If the institution is non-regionally accredited OR is located outside the United States, evidence of appropriate academic preparation must be provided by having diploma/credentials evaluated by World Education Services, Inc. The WES evaluation must be attached to this document for consideration.*

- Yes
- No

**(3) If teaching undergraduate courses, does the applicant faculty member hold at least a master's degree in the academic discipline being taught?**

- Yes
- No *if no, list the required 18 graduate hours in the teaching discipline OR the acceptable professional experience which qualifies the faculty member to teach in the academic discipline:*

**(3 hrs.)** Click or tap here to enter text. **(3 hrs.)** Click or tap here to enter text.

**(3 hrs.)** Click or tap here to enter text. **(3 hrs.)** Click or tap here to enter text.

**(3 hrs.)** Click or tap here to enter text. **(3 hrs.)** Click or tap here to enter text.

**(4) If teaching graduate courses, does the applicant faculty member hold the required doctorate in the academic discipline being taught?**

- Yes
- No

**Professional Experience Substitution Summary (attach a separate sheet, if necessary):** \_\_\_\_\_

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Document relevant coursework which aligns with the faculty's current teaching assignment**

Course Prefix/Name	Course Name	Credit Hrs.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**List All Approved Course(s) Faculty can Teach at JSU (an additional sheet can be added if necessary)**

<b>Course Prefix</b>	<b>Course #</b>	<b>Course Description</b>	<b>Course Type</b>	<b>Credit Hours</b>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- (5) Attach the completed Jackson State University application for employment and, three letters of recommendation, and a current Curriculum Summary Vita which includes:
- Education
  - Work Experience
  - Publications
  - Research Conducted/Papers/Presentations/Creative Endeavors
- (6) Attach one copy of official, original (not photocopies) transcripts for all graduate level course work from all institutions attended for which credit was earned – even if a degree was not conferred.

*Section III. Additional Data - this section must be completed by department chair*

<p>_____</p> <p style="text-align: center;"># of Years in Higher Education</p> <p>Does the applicant have experience with any of the following? If so, briefly describe:</p> <p>(1) on-line education <u>Click or tap here to enter text.</u> _____</p> <p>_____</p> <p>(2) grant writing <u>Click or tap here to enter text.</u> _____</p> <p>_____</p> <p>(3) accreditation <u>Click or tap here to enter text.</u> _____</p> <p>_____</p> <p>(4) international education <u>Click or tap here to enter text.</u> _____</p> <p>_____</p> <p>Tenure Condition:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"></td> <td style="width: 15%; text-align: center;">_____</td> <td style="width: 15%; text-align: center;">_____</td> <td style="width: 10%; text-align: center;">_____</td> </tr> <tr> <td></td> <td style="text-align: center;">_Proposed Salary</td> <td style="text-align: center;">Budget #</td> <td style="text-align: center;">PC#</td> </tr> </table> <p><input type="checkbox"/> Tenure Track</p> <p><input type="checkbox"/> Non-Tenure Track</p> <p><u>Click or tap here to enter text.</u> Years Credit Toward Tenure</p> <p>Is salary comparable to others with similar rank, qualifications and experience? <u>Click or tap here to enter text.</u></p> <p>____ If not, provide justification on separate sheet.</p> <p>Justification for new hire: <u>Click or tap here to enter text.</u> _____</p>		_____	_____	_____		_Proposed Salary	Budget #	PC#
	_____	_____	_____					
	_Proposed Salary	Budget #	PC#					

*I certify the above information is accurate and has been verified by me:*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

**Return to:**

**Division of Academic Affairs  
7<sup>th</sup> Floor Administration Tower  
Post Office Box 17199  
Jackson, MS 39217**

**Revised:  
March 2021**