



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP 2171.A
Origination: September 1, 2000
Effective: December 9, 2004
Reviewed: September 28, 2007

Faculty Credentials Certification Form

Name: _____ Social Security Number: _____

Campus/Division/Program: _____

The following items are required for the faculty member's personnel file.

Required for Personnel File	Date Furnished
Application	
Resume/Vita	
Official Transcripts	

Department Chairpersons /Dean to complete:

Courses for which this faculty member meets NCA credentialing requirements.

Courses	Qualifications (Graduate Hours, Training)

Degrees:

Date Received	Granting Institution	Major	Minor

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of actual employment.

SIGNATURES:

 Department Chair Date

 Academic Dean Date

 Vice President for Academic Affairs Date