

**Certification of Credentials and Qualifications
for a Graduate Student Teaching Appointment (GTA)**

Department _____ School/College _____
Name of Appointee _____ SS # _____
Highest Degree & Field of Study _____
Academic Department (if other than appointing department) _____

The Southern Association of Colleges and Schools (SACS) has established minimum qualifications for faculty. This form documents that faculty being appointed to East Carolina University meet these standards.

1. () The highest earned degree is from an institution accredited by a regional accrediting agency (each geographic region of the US has an accrediting agency equivalent to SACS).
() The highest earned degree is from a foreign institution (or a non-accredited US Institution). An explanation or justification must be attached, and approved by the Dean.
2. () Official transcript of highest earned degree is required for all faculty. For the appointee, the transcript is on hand or an explanation is attached.
3. () The candidate's transcript and/or current academic record shows at least 18 graduate semester credits in the teaching field. "In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparations. Such cases must be justified by the institution on an individual basis" (SACS, Criteria for Accreditations, 1998, p. 45).
4. () English is the native language of the candidate, or if not, competency in spoken English has been demonstrated to the satisfaction of the Department Chair (or other administrator initiating the recommendation).

Review and approval

Dean of Academic Unit Date

Chair of the Department Date