

**COWLEY COLLEGE  
HIRING QUALIFIED FACULTY DOCUMENTATION FORM**

**Faculty Candidate**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date: \_\_\_\_\_ Department at College: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_  
 Degree: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Subject/Discipline being taught: \_\_\_\_\_

| <b>Hiring preference at College based on credentials (in order of priority; denote level)</b>  | <b>Hiring determination based on credentials:</b>  |
|--|--|
| <input type="checkbox"/> 1 - Doctorate or master's in discipline<br><input type="checkbox"/> 2 - Doctorate or master's degree in related area with 18 or more graduate credit hours in discipline<br><input type="checkbox"/> 3 - Doctorate or master's degree<br><input type="checkbox"/> 4 - Bachelor's degree in discipline with graduate work<br><input type="checkbox"/> 5 - Bachelor's degree in discipline<br><input type="checkbox"/> 6 - Associates degree in discipline<br><input type="checkbox"/> 7 - Certifications and tested experience | Based on the educational credentials on the left, is the candidate in priority level 1 or 2? <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>If yes, no further documentation is required.<br>If no, further justification is needed below. Refer to Tested Experience Faculty Credential Evaluation |

| <b>Factors Other Than Educational Credentials to Determine Qualified Faculty</b> |  |
|--|--|
| <input type="checkbox"/> Graduate level coursework not included above            | <input type="checkbox"/> Formal professional development           |
| <input type="checkbox"/> Directly related professional teaching experience       | <input type="checkbox"/> Publications, Presentations, Achievements |
| <input type="checkbox"/> Directly related other professional experience          | <input type="checkbox"/> Other factors                             |
| <input type="checkbox"/> Certifications/Licensure                                |  |

Explanation for above (attach Faculty Credential Evaluation form with supporting documentation, if needed):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The faculty candidate has other factors that would provide quality instruction in discipline or subfield and recommend hiring.  Yes  No

Evaluator's Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use by Vice President of Academic Affairs**

Action:

- Employ as Faculty Member  
 Do Not Employ  
 Qualified, but no current position available.  
 Employ as Faculty Member with Following Restrictions (Education Plan, Course Restrictions, etc.):

Explanation, if needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vice President of Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_