

## FSU Instructor Credentials Certification Form

This form must be used to certify instructor credentials to teach specific courses when:

1. Assigning any Post-doc or Adjunct (including staff members teaching either within their position descriptions or on overloads), as Instructor of Record for the first time to a course. A new form is required only when an Adjunct is assigned to teach in an academic area different from one in which they have been certified.
2. Assigning any full-time faculty member as Instructor of Record for the first time to teach a specific course that falls outside the academic area in which they hold a terminal degree (e.g., a faculty member with a Math Ph.D. is assigned to teach a Statistics course).

Name of Instructor: \_\_\_\_\_

Empl ID: \_\_\_\_\_

Name of College/School/Department: \_\_\_\_\_

### SUMMER 2021

Type of Instructor (e.g. Adjunct, Faculty, Staff)	FSU Course(s) Assigned to Teach (course prefix, course #, and title)	Academic Degrees or Relevant Coursework	Other Qualifications

Certified by: \_\_\_\_\_  
Department Chair/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Approved By: \_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP for Faculty Development and Advancement

\_\_\_\_\_  
Date

All certifications must be submitted to the Office of Faculty Development and Advancement for approval at [fda-faculty@fsu.edu](mailto:fda-faculty@fsu.edu). See FSU Policy 3A-2, "Policy for Credentialing Faculty Members" at <https://regulations.fsu.edu/policies/faculty-development-and-advancement> for information about acceptable instructor qualifications.