

## Verification of Part-Time, Intermittent or Graduate Assistant Instructor Faculty Credentials

Name of Candidate \_\_\_\_\_ WKU ID \_\_\_\_\_

Department/Affiliation \_\_\_\_\_

Comp Level (1, 2, 3, 4, Emeritus) \_\_\_\_\_ Employee Class (PT, SE, GAI, Other) \_\_\_\_\_  
(part-time, staff exempt, graduate instructor, other)

Appointment Type (please check one):

- Part-time Faculty [part-time employee of WKU developing and/or teaching course(s) for academic credit]
- Intermittent Faculty [non-employee/affiliate of WKU developing and/or teaching course(s) for academic credit per affiliation agreement between WKU and other cooperating educational entity (e.g. CCSA, KIIS, Dual Credit, etc.)]
- Graduate Assistant Instructor [WKU graduate student who has completed 18 hours of graduate coursework in the discipline AND the Graduate Assistant Teaching Institute (GATI) or similar college/department faculty training program as certified by the GAI's official WKU transcript].

Course Assignment(s)

The individual named above is qualified to teach the assigned course(s) and holds the required credentials stipulated by the department on the degree field memo housed in the Office of the Provost at:  
S:\UNIVERSITY-WIDE-SHARED\Faculty Credentials\02 Current Degree Field Memos as follows: (please check one)

- Terminal or graduate degree in the required discipline (by checking this box I certify that an official transcript AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost).
- 18 hours of graduate coursework in the required discipline (by checking this box I certify that an official transcript AND an [18 Hours in Graduate Coursework eSignature Form](#) AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost). **REQUIRED for all Graduate Assistant Instructor faculty.**
- Equivalent Professional Qualifications in the required discipline/field (by checking this box I certify that any relevant official transcripts AND an [Equivalent Professional Qualifications eSignature Form](#) AND a resume/CV updated within the last five years is either en route to or on file with the Office of the Provost). **REQUIRED for any faculty member who does not hold either a terminal/graduate degree or 18 hours of graduate coursework in the discipline.**

Please refer to Policy 1.112V *Part-time and Temporary Faculty Qualifications* and Policy 1.111V *Evaluation of Faculty Credentials* for additional information. \*\*\*NOTE: A Foreign Credential Memo (see Appendix B of Policy 1.111V) is required to certify that a terminal degree, graduate degree or graduate coursework conferred by an institution outside of the United States meets standards similar to those of an accredited institution within the U.S.

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean (or designee) \_\_\_\_\_ Date \_\_\_\_\_