



Instructor Qualification

Personnel Data					
Full Name:					Date:
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Phone:	()			Work Cell #:	()
Work Fax:	()	E-mail Address:			
Date of Initial Employment:		Full Time:	<input type="checkbox"/>	Part Time:	<input type="checkbox"/>
Name of School (Employer):					
Courses that will be taught:					

Education						
Institution Attended (Name plus city & state of location)	Graduated?		Certificate, Diploma or Degree Earned	Major Area of Study	Dates Attended	
	Yes	No			From (Mo./Yr.)	To (Mo./Yr.)
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				
	<input type="checkbox"/>	<input type="checkbox"/>				

Teaching and or Work Experience					
Employer				Job Title:	
Address:					
Subject Taught :					
Job Duties or Responsibilities:					
Length of Work Experience		From:		To:	

Employer				Job Title:	
Address:					
Subject Taught:					
Job Duties or Responsibilities:					
Length of Work Experience:		From:		To:	

Attach separate sheet with additional work experience

Other Relevant Experience

Certifications/Licenses: (Attach a copy of faculty member' credentials)

Occupational Licenses, Certifications or Registrations Held	State Issued	Expiration Date

Verification of Qualification (SCHEV regulations require faculty members to have at least one of the qualifications listed below. Indicate all the qualification that apply and attach the supporting documentation.)

Faculty teaching A.A.S or A.O.S level:

- Associate degree from an accredited college/university in discipline being taught if teaching occupational/technical courses (attach copies of official transcript)
- Baccalaureate degree from an accredited college/university plus at least 18 graduate credits in discipline being taught if teaching general education courses (attach copies of official transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g. resume, copies of certificates held, licenses)

Faculty teaching on college-transfer program at the Associate level:

- Baccalaureate degree from an accredited college/university from an accredited college/university in discipline being taught (attach copies of official transcript)
- Baccalaureate degree from an accredited college/university plus at least 18 graduate credits in discipline being taught if teaching general education courses or in programs in the liberal arts and science (attach copies of official transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g. resume, copies of certificates held, licenses)

Faculty teaching on Baccalaureate level:

- Master's degree from an accredited college/university in discipline being taught (attach copies of official transcript)
- Master's degree from an accredited college/university plus at least 18 graduate credits in discipline being taught if baccalaureate degree is in a different discipline (attach copies of official transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g. resume or vitae, list of scholarly publications, etc)

Faculty teaching on Master's level:

- Doctoral or other terminal degree in discipline being taught from an accredited college/university (attach copies of official transcript)
- Qualifies for faculty appointment by virtue of scholarly or professional achievement (attach letter from school director documenting on what basis this determination was made **plus** any documents that support the appointment e.g. resume or vitae, list of scholarly publications, etc)

Faculty teaching technical courses for career-technical programs not leading to a degree and not offered as degree credit:

- Associate degree from an accredited college/university related to the area of instruction (attach copies of official transcript)
- Two years of technical/occupational experience in the area of teaching responsibility (attach resume)

Disclaimer and Signature

I certify that the foregoing statements are true and complete to the best of my knowledge. I understand that false or misleading information may result in my release.

Signature of Applicant: _____

Date: _____

As an authorized school official, I have carefully reviewed and verified the qualifications of the employee and his/her statements contained on this application. To the best of my knowledge and belief, he/she is qualified for the position as required by the rules for the State Council of Higher Education for Virginia. I understand false and misleading information may result in the suspension and/or revocation of the school's Certificate to Operate, pursuant to § 23.276.6 of the Code of Virginia.

Signature:

Date:



Background Check Profile Form

Personal Data - this form must accompany one of the following SCHEV forms:

- Request for Name Acknowledgement for Postsecondary Institutions
- Administrator Qualification form; and
- Senior Administrator form

Full Name:				Suffix:	
	<i>Last</i>	<i>First</i>	<i>Middle</i>		
Alternate First Name:		Alternate/Maiden Last Name:			
Full Social Security Number		Date of Birth:			
Phone # :	()	E-mail Address:			
Current Residential Address :					
Previous Residential Address :					

Disclaimer and Signature

I certify that the foregoing statements are true and correct. I do hereby agree, consent and direct that any person or entity maintaining information in any form relating to my criminal history shall release all such information upon request of the State Council of Higher Education for Virginia. I do hereby agree and permit the State Council of Higher Education for Virginia to obtain from any person or entity information relating to my personal background, reputation, and character, and do hereby expressly direct that any such person or entity release such information upon the request of the State Council of Higher Education for Virginia, its agents or representatives, and any person or entity so furnishing information from any and all liability of every kind arising thereof.

Signature of Applicant: _____ Date: _____