

Virginia Tech Transcript Cover Sheet

revised 7/27/09, Office of the Senior Vice President and Provost

All faculty, staff, and graduate teaching assistants assigned as **instructor of record** must have teaching credentials verified by the department head where the course originates. Copies of the transcript are acceptable only if the faculty member, staff member, or graduate assistant has an official transcript on file elsewhere at Virginia Tech (i.e., hiring department or Graduate School). The department head of the course origination department is responsible for verification of all standard and other qualifications for instructional faculty and staff **BEFORE** the faculty or staff member is assigned to teach.

Section I. Type of Instructor

Instructor is:

- Graduate Teaching Assistant (GTA)
- Adjunct Faculty or Wage Employee
- Part-time or Full-time Salaried Employee

Section II. Employee Information

Name:

Employee ID:

Hiring Department:

Course Origination Department:

Section III. Graduate Teaching Assistant Certification (This section is for GTAs only.)

SACS: "Graduate teaching assistants must have a master's in the teaching discipline **or** 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations."

The Graduate Teaching Assistant is eligible to teach **undergraduate** courses with the following prefix(es):

Section III. Graduate Teaching Assistant Certification, Cont. (This section is for GTAs only.)

Graduate Teaching Assistant possesses:

- a master's degree in teaching or related discipline
or,
- 18 graduate hours in teaching or related discipline
and/or,
- other qualifications that are provided in the Other Qualifications section (Section VI).

Section IV. Undergraduate/Baccalaureate Level Teaching Certification

SACS: "Faculty teaching general education and baccalaureate courses at the undergraduate level should have a doctorate or master's degree in the teaching discipline or master's degree **with** a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline). Graduate teaching assistants should have a master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations."

The instructor is eligible to teach **undergraduate** courses with the following prefix(es):

The instructor possesses:

- a doctorate/terminal degree in teaching or related discipline
or,
- a master's degree with 18 graduate hours in teaching or related discipline
and/or,
- other qualifications that are provided in the Other Qualifications section (Section VI).

Section V. Graduate/Post-Baccalaureate Level Teaching Certification

SACS: "Faculty teaching graduate and post-baccalaureate course work should have an earned doctorate/terminal degree in the teaching discipline or a related discipline."

The instructor is eligible to teach **graduate** courses with the following prefix(es):

The instructor possesses:

- a doctorate/terminal degree in teaching or related discipline
and/or,
- other qualifications that are provided in the Other Qualifications section (Section VI).

Section VI. Other Qualifications

Include professional licensure and certifications, awards, commendations, publications, professional experience, etc.

Section VII. Verification of International Credentials

- Degree awarded by non-U.S. institution has been determined to be equivalent to U.S. degree and is appropriate to the teaching discipline. (See *VT Credentials Guidelines* document for required steps.)

State equivalent U.S. degree level and major:

Section VIII. Department Head's Verification (required for all sections)

Department Head's Name:

Department Head's Signature:

Date:

For salaried employees, attach the official transcript with raised seal. For adjunct faculty or wage employees, attach a *copy* of the official transcript. Submit to Human Resources.