Faculty Qualifications Portfolio Guide

A Faculty Qualifications Portfolio must be submitted as a PDF file for all full-time or part-time faculty files for which an exception form is required. Contact Academic Affairs for information on where to submit.

All faculty qualifications portfolio will need to include:

- Cover page listing
    - Institution (University of South Alabama)
    - Academic Program
    - Faculty Member's Name
    - Faculty Member's Title
- Transcripts for all earned degrees and for coursework used in the rationale
- Curriculum Vitae
- Course syllabi for courses the faculty member has been approved to teach at the University of South Alabama (please submit within the first 3 weeks of classes)

The following documents should be included in the faculty qualifications portfolio, as applicable:

- Letter from employer verifying details of relevant work experience to teaching the course(s) the faculty member has been approved to teach (if applicable)
- If the instructor is teaching a graduate course, the most recent Graduate School Appointment Letter
- Any other evidence that **supports the rationale** for the faculty member to teach the course (e.g., copies of licenses or certifications)
- Any supporting documentation from the accrediting body (if applicable) (e.g., accreditation standards that allow M.S.-level practitioners to supervise students in a graduate program)

Each portfolio should use the following convention to name the file:

firstnamelastname_collegeabbreviation[1]_departmentabbreviationportfolio.pdf (for example, Jill Smart from History in Arts & Sciences would call her portfolio jillsmart_AS_HYportfolio.pdf).

---

[1] Allied Health = AH, Arts & Sciences = AS, Business = BU, Computing = CS, Continuing Education = CE, Education = ED, Engineering = EG, Nursing = NU, Honors = HON