

# FACULTY CREDENTIAL DATASHEET

The Faculty Credential Datasheet (FCD) must be completed on each full- and part-time faculty member within the first 30 days of employment. There will be no exceptions. All data will be entered in the Colleague System for reference once the FCD is completed.

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

ID #: \_\_\_\_\_

Teaching Discipline/Concentration: (list all disciplines that apply, example: history and English)

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## **Education:**

Please list appropriate degree, diploma, or certificate and the discipline. Note graduate hours should be listed for teaching fields requiring Masters Degree or Masters + 18 hours in teaching discipline.

| <b>Degree</b> | <b>Discipline</b> | <b># of Graduate Hours</b> | <b>Institution Awarding Degree</b> |
|---------------|-------------------|----------------------------|------------------------------------|
| Ex: MA        | English           | 36 hours in English        | East Carolina University           |

## **Special Licenses/Certifications/Experience (These should apply to teaching discipline):**

Application on file \_\_\_\_\_

Copies of certifications, licenses, etc. on file \_\_\_\_\_

Transcripts from all institutions on file: official \_\_\_\_\_  
non-official \_\_\_\_\_

## **Signatures:**

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

Division Head \_\_\_\_\_ Date \_\_\_\_\_

Personnel Coordinator \_\_\_\_\_ Date \_\_\_\_\_