***Note****:* This report is intended to provide a solid starting point for your SACS Faculty Roster, based on the data you are currently collecting in Activity Insight. Additional manual edits within this report may be necessary to fully comply with SACS reporting requirements.

# Faculty Roster Form

# Qualifications of Full-Time and Part-Time Faculty

## [Report Start Date] - [Report End Date]

## Name of Institution: Your Organization

## Name of Primary Department, Academic Program, or Discipline: Department

## Academic Term(s) Included: [Term for the date: [Report Start Date]] [Report Start Year] - [Term for the date: [Report End Date]] [Report End Year] Date Form Completed: [Report Run Date]

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| **Name (F, P)** | **COURSES TAUGHT**  **Including Term, Course Number & Title, Credit Hours (D, UN, UT, U, G)** | **ACADEMIC DEGREES & COURSEWORK**  **Relevant to Courses Taught, Including Institution & Major**  **List specific graduate coursework, if needed** | **OTHER QUALIFICATIONS & COMMENTS**  **Related to Courses Taught** |
| **[[First Name] [Last Name]] ([(Full-time/Part-time)])** | Screen: ***Scheduled Teaching***  Items: All records  **[Term] [Year]**  [[Course Prefix]] [Course Number], [Course Name], [Number of Credit Hours] ([Course Level]) | Screen: ***Teaching Qualifications*** > ***Degree*** > ***Degrees***  Items: All records  [[Degree] or [Explanation of "Other"]], [Emphasis/Major], [Supporting Areas of Emphasis]. [Institution], [Year Completed].  [Course Prefix] [Course Number] [Title], [Credit Hours]cr. | Screen: ***Teaching Qualifications*** > ***Licensure or Certification*** > ***Licensures and Certifications***  Items: All records  Screen: ***Teaching Qualifications*** > ***Work History*** > ***Work History***  Items: All records  Screen: ***Teaching Qualifications*** > ***Supporting Documentation*** > ***Document***  Items: All values  Criteria:  1.***Document*** has a value  [Explanation of Other Qualification  Document  [URL to download: [Document]](file:///C:\Users\Becker\Downloads\URL%20to%20download:%20%5bDocument%5d)  Licensures and Certifications  [Title of Licensure/Certification], [Sponsoring Organization]. ([Month Obtained Day Obtained, Year Obtained - Expiration Month Expiration Day, Expiration Year]).  Work History  [Title/Rank/Position], [Organization], [Department]. ([Start Month Start Day, Start Year - End Month End Day, End Year]). |

**F, P: Full-time or Part-time**

**D, UN, UT, U, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Undergraduate, Graduate**