



**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

**Number:** SCP 2171.A  
**Origination:** September 1, 2000  
**Effective:** December 9, 2004  
**Reviewed:** September 28, 2007

**Faculty Credentials Certification Form**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Campus/Division/Program: \_\_\_\_\_

**The following items are required for the faculty member's personnel file.**

Required for Personnel File	Date Furnished
Application	
Resume/Vita	
Official Transcripts	

**Department Chairpersons /Dean to complete:**

Courses for which this faculty member meets NCA credentialing requirements.

Courses	Qualifications (Graduate Hours, Training)

**Degrees:**

Date Received	Granting Institution	Major	Minor

I have verified the above information to the best of my ability. In addition, I have explained to the employee that all official documents must be in the Human Resources Office prior to his/her first day of actual employment.

**SIGNATURES:**

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
Academic Dean Date

\_\_\_\_\_  
Vice President for Academic Affairs Date