

## SACS Accreditation Requirements

**Complete** hard copy package of credentials for ALL faculty, adjuncts and graduate teaching assistants **MUST** be received in the CAS Dean's Office prior to the start of the first semester of teaching. Credentials include:

1. **Original transcripts**<sup>\*†</sup> of highest degree (RSAG screen in CICS for GTA)
  - a. Highest degree listed in database/ name of degree: Ph.D., M.S., M.A. etc.
2. **Vitae**<sup>\*†</sup> (best to post as a .pdf)
3. **Two letters of recommendation**<sup>†</sup> (minimum)
  - a. Faculty & adjunct letters of recommendation **MUST** come from peer institutions or personal references; GTA letters of recommendation may come from members of the department.
  - b. Letters of recommendation will be accepted electronically **ONLY** if the e-mail header from the sender is evident.
  - c. All other letters of recommendation **MUST** be signed.
4. Completed **SACS Form**<sup>†</sup> (once instructor is in the system, i.e. IOR in Office of the Registrar and Argus account created) can be printed from the database. It **MUST** be signed by Chair and included in the credentials package for hard copy personnel file.
5. **Syllabi**<sup>\*</sup> for ALL required courses **MUST** be uploaded to the database by the end of Drop/Add each semester.
6. Adjunct Faculty & GTA Review forms **MUST** be completed and submitted to the CAS Dean's office at the end of each semester. 9 month faculty forms may be disregarded.

NOTE: If your instructor is already teaching in another department, they **MUST** be added to your department to upload the syllabus.

**\* Criteria/Information Uploaded to FACS Database**

**† Hard Copy Criteria Submitted to CAS Dean's Office for personnel file**