

FACULTY/ADMINISTRATIVE PERSONNEL FORM

Policy Requirements: Institutions must document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions. An institution must document the training and experience of its faculty and staff by either: (1) completing this form in its entirety, or (2) completing Section I of this form and attaching it to a resume.

SECTION I (Required for all employees)

Organization: _____

Name of Employee: _____

Title/Position: _____

Date Employed: _____

Specific Location of Work Assignment: _____

Check the Appropriate Boxes:

Full-Time Part-Time
 Hourly Salaried Other
(Contractor, Consultant, etc.)

Employee Signature: _____

Date: _____

SECTION II (Complete if no resume is attached to Section I)

EDUCATIONAL BACKGROUND			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate
1.			
2.			
3.			
4.			
5.			

List all work experience that qualifies you for the position currently held. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment

List any continuing education/training in your field that you have undertaken in the **past three years**.

CONTINUING EDUCATION

(Courses, workshops, conferences, in-service training, etc.)

Date	Continuing Education	City/State

List all occupational licenses, certifications, and registrations which you currently hold.

List special recognitions or awards.