

NICHOLLS STATE UNIVERSITY
FACULTY FORMS QUICK REFERENCE CHART

Form Name	Form Purpose	When Required	Where Found	Where to Send
R-2	For ALL newly hired faculty	At time of hire	http://www.nicholls.edu/hr/hr_docs/R2web.doc (Word version)	Human Resources
Faculty Credentials Verification Checklist	For ALL newly hired faculty ~~ OR ~~ for any existing faculty whose credentials need updating	Submit with R-2 at time of hire ~~ OR ~~ when changes are necessary	http://www.nicholls.edu/ir/Publications/Faculty%20Verification%20Form.xls (Excel version)	-Signed original to Human Resources -Email copy to Melanie Collins in Assessment & Institutional Research -Copy to Provost & VPAA, Academic Affairs
Faculty Qualification by Exception Form (also known as Letter of Exception)	For ANY faculty (new hires or existing) who do NOT meet SACS stated guidelines as they relate to the courses being taught	EVERY semester and/or submit with R-2 at time of hire	http://www.nicholls.edu/ir/Publications/Faculty%20Exception%20Form%2003-22-05.xls (Excel version)	-Signed original to Human Resources ~~ OR ~~ -Signed original to Provost & VPAA (if for new assignment of current full-time faculty which results in exception status) ~~ AND ~~ -Email copy to Melanie Collins in Assessment & Institutional Research
Faculty Development Plan	For ANY faculty (new hires or existing) who are determined as qualified by exception; a letter of exception form has been completed	ATTACH TO LETTER OF EXCEPTION EVERY FALL semester until SACS guidelines are met/qualifications obtained	http://www.nicholls.edu/ir/Publications/Faculty%20Development%20Plan.xls (Excel version)	-Attach to Letter of Exception and send to Human Resources ~~ OR ~~ -Attach to Letter of Exception and send to Provost & VPAA (if for new assignment of current full-time faculty which results in exception status) ~~ AND ~~ -Email copy to Melanie Collins in Assessment & Institutional Research
Matrix of Relevant Qualifications (required beginning Fall 2006)	For ANY faculty (new hires or existing) who are determined as qualified by exception; a letter of exception form has been completed	ATTACH TO LETTER OF EXCEPTION and/or Submit with R-2 at time of hire and each semester thereafter if courses taught change	http://www.nicholls.edu/ir/Publications/FACULTY%20EXCEPTION%20MATRIX.doc (Word version)	-Attach to Letter of Exception and send to Human Resources ~~ OR ~~ -Attach to Letter of Exception and send to Provost & VPAA (if for new assignment of current full-time faculty which results in exception status) ~~ AND ~~ -Email copy to Melanie Collins in Assessment & Institutional Research
Roster of Instructional Staff	For ALL teaching faculty, including full time, part time, adjunct and graduate assistant	Every semester prior to 14th class day (final rosters distributed after 14th class day)	http://www.nicholls.edu/ir/Publications/rosters.html	Changes/edits must be submitted to Assessment and Institutional Research each semester