NICHOLLS STATE UNIVERSITY
Faculty Documentation Process

New Faculty Member/Changes for Current Faculty Member

Evaluate Credentials
{Complete Faculty Credentials Verification Checklist}

Terminal degree?

Yes

In the teaching field?

Yes

Forward Credentials to AIR/Human Resources

NO

Master’s Degree

NO

NO

Forward ALL forms to AIR/Human Resources

♦ Complete the “Nicholls State University Faculty Qualification By Exception” form

♦ Complete the “Nicholls State University Faculty Development Plan”

♦ Complete the “Matrix of Relevant Qualifications vs. Course Outcomes” form

NO

NO

Master’s Degree

Yes

NO