**Review of Justification and Documentation for**

**Faculty Qualifications Report**

Recommend Approval: [ ]  Yes [ ]  No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stephanie Kolitsch, SACS COC Liaison

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| Name: |  | Department: |  | Date: |  |

**REQUESTED TEACHING RESPONSIBILITIES:**

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| **Discipline and Number** | **Catalog Description** |
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The UTM SACS COC Liaison has reviewed the Faculty Qualifications Form (FQR) for the faculty member listed above. If the Liaison recommends approval, the FQR will be forwarded to the Vice Chancellor for Academic Affairs for final approval. If approval is not recommended, additional comments are provided to clarify the concern and the FQR will be returned to the department for revision.

If concerns are identified, the department is requested to submit additional justification and documentation on the qualifications of the faculty member. When responding, the department should refer to UT Martin’s *Instructions for Preparing the Faculty Qualifications Report* (available at http://www.utm.edu/assessment/forms.php) and SACS COC’s *Faculty Roster Form: Qualifications of Full-Time and Part-Time Faculty* and its *Instructions for Reporting the Qualifications of Full-Time and Part-Time Faculty* (which can be accessed under the Institutional Resources tab of the Commission website: www.sacscoc.org) to gain an understanding of SACS COC reporting expectations. Read the instructions carefully and pay close attention to the section “Providing Information that Establishes Qualifications.” The FQR form should be revised and returned to the SACS COC Liaison.

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| **Sufficient Justification of Qualifications (Y/N)** | **Comments** |
| **Course** | **Academic** | **Other** |
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