



CLARK ATLANTA UNIVERSITY

Faculty Data Form

**THIS FORM IS DESIGNED TO COLLECT DATA ON FACULTY QUALIFICATIONS RELEVANT TO THE SACS COMPREHENSIVE STANDARD 3.7.1 A-F.
(REFER TO THE INSTRUCTIONS PAGE FOR THE LANGUAGE OF THIS STANDARD)**

INSTRUCTIONS: PLEASE TYPE IN YOUR RESPONSE TO THE INFORMATION REQUESTED BELOW.

Full Name _____ **Current Status**
 Full Time _____
School _____ **Department** _____ Part Time _____
Academic Rank _____ **Effective Date** _____ Adjunct _____
Number of Years Teaching at Clark Atlanta University _____ **Dates** _____

ACADEMIC DISCIPLINES	<i>(list the academic disciplines in which you teach, have taught, are currently teaching or will teach for the periods AY 2003-2004, AY 2004-2004)</i>
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List all degrees earned

ACADEMIC CREDENTIALS	Degree	Major Subject(s)	Institution
UNDERGRADUATE			
GRADUATE			
GRADUATE			
OTHER			

Provide the number of graduate semester hours you have earned in the disciplines in which courses have been taught for AY 2003-2004, AY 2004-2005

<i>(course, hrs)</i>	<i>(course, hrs)</i>
<i>(course, hrs)</i>	<i>(course, hrs)</i>

Please describe your administrative experience or professional licenses or certifications which qualify you to teach in the courses included on this form.

ADMINISTRATIVE EXPERIENCE	Position	Institution Name, City, State, Country	Years

PROFESSIONAL LICENSING & CERTIFICATION	License/Certification	Organization	Period

Please list all honors, awards, publications or other documented achievements.

HONORS & AWARDS	Honor/Award	Organization	Date

DOCUMENTED ACHIEVEMENTS & PUBLICATIONS		Date

TEACHING LOAD						
Semester	Course Prefix	Course #	Course Title	Under Grad	Grad	Cred Hrs
Fall 2003						
Spring 2004						
Fall 2004*						
Spring 2005*						

*include if known.

Provide the number of graduate semester hours you have earned, the disciplines and the courses which you are teaching or have taught.

Course Title	Level	# of Earned Graduate Hrs	Discipline <i>(concentration or major)</i>

Signature _____

Date _____

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Instructions

As we prepare for reaffirmation of accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools, we must have accurate and complete information on **ALL** faculty members. Please complete the *Faculty Data Form* by responding to each area listed. The form is formatted such that you are able to provide information fully and in the detail for which it is asked. The information you provide will be kept on file should individual information on a particular faculty member be requested.

Please complete this form electronically and provide a copy of it to your Department Chairperson. You should keep a hard copy of this form in your files. The Chair will review each faculty member's form to ensure that it is accurate. If modifications/additions are needed, the Chair will return the form to you indicating areas requiring your attention. Once the Chair has collected and reviewed the forms, a departmental file will be created and submitted to the Dean. A copy of this information should be maintained by the Department. The Dean will review each departmental submission and request any needed corrections. Once all files for a Department are finalized, the Dean will provide the Office of the Provost with a diskette for each Department. The Dean should maintain a copy on file. Once completed, all diskettes must be received by the Office of the Provost no later than **May 24, 2004**.

SACS Comprehensive Standard

CS 3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline in accordance with the guidelines listed below. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.