



Recommendation as Instructor & Verification of Other-Than-Degree Credentials

Name: _____

Adjunct Full-Time Degrees Awarded _____

As the Department/Program Chair, I verify he/she is qualified to teach the following subject area(s) or courses:

As the Department/Program Chair or Academic Dean, I verify that he/she **HAS** **HAS NOT** obtained an educational degree in the subject area(s) he/she is qualified to teach.

If the instructor **has** obtained an educational degree with at least 18 graduate credits in the subject area(s) qualified to teach: instructor will be required, *at his/her expense, to request sealed, official transcripts for all degrees conferred* and have them sent to Human Resource Services within 30 days of hire date. Electronic delivery (certified pdf from educational institution) of official transcript is acceptable, if sent directly to hrs@ppcc.edu.

If instructor **has not** obtained an educational degree in the subject area(s) qualified to teach: verification of other-than-degree credentials are applied for him/her to teach (i.e. industry experience, industry certification, applicable coursework, etc.). Please include all supporting documentation.

The attached resume, transcript(s), and/or copy of vocational credential or copy of application for vocational credential (when needed) are being submitted for your review. I have reviewed the attached information and recommend him/her qualified as a part-time instructor in the subject area(s) as indicated above.

Instructor

Date

Department/Program Chair or Associate Dean

Date

I have reviewed the attached information and indicate my approval of the Department/Program Chair's recommendation by signing below.

Instructional Dean

Date