☐ ***Perkins***

Part-time Faculty Verification of Qualifications Worksheet

Failure to complete and return this form and the required supporting documentation within the time period specified in the "Verification of Qualifications for Part-time Faculty New Hires" procedure (available on the HR section of the website) will result in this employee being unable to return to work the following semester.

Employee

Division **Discipline**

Minimum Qualifications	*How Employee Meets Minimum Qualifications*

I verify that this employee meets the minimum qualifications as stated in the current job description and have attached all the required supporting documentation.

Current job description, resume, transcripts, and applicable licenses

Dean/Executive Dean **Date**

☐ ***Emergency Hire for ONE Semester ONLY (Article XI.B)***

Perkins Administrator *(if required)* **Date** Meets Perkins Requirements ☐ Yes ☐ No

Vice President *(if required)* **Date** Approve Hire ☐ Yes ☐ No