

Process for Maintaining TWU Faculty Credentials and SACS Compliance

1. **Full-time faculty.** A qualification form and curriculum vitae must be sent to the Dean with the “Request to Appoint” form. If the Dean supports the recommendation, she/he forwards the materials to the Provost for the final approval to make a job offer.
2. **Part-time faculty.** A qualification form and curriculum vitae, and other materials as appropriate, must be sent to the dean. If the dean supports the recommendation, she/he forwards the materials to the Associate Provost for final approval to make a job offer.
3. After the administrative review and approval, the Personnel Transaction Form is to be completed.