



Central Georgia Technical College Faculty Qualification Equivalency Form

Applicants not meeting standard academic qualifications who wish to be considered for teaching positions under “Other Qualifications” must demonstrate competence in the teaching discipline by completing and submitting this form with the CGTC application.

Complete the form in detail to provide sufficient information to make a determination of equivalency. Address all sections that apply to making the equivalency case for the specified course/discipline. It is the applicant’s responsibility to provide complete information. Please do not state “see transcripts” or “see application.” Information from this form will be reviewed by the appropriate Dean to determine whether the candidate meets minimum qualifications.

Name: _____

Application for (circle one): Full-time Adjunct

Discipline: _____

If part-time, proposed class(es): _____

Please write a narrative synopsis below (not to exceed one page) of your education and experience that illustrates possession of qualifications that are at least equivalent to the standard academic qualification.

Complete all applicable sections below. Supporting documentation must be uploaded with the completed form in the CGTC application.

1. Accredited Degrees and Related Coursework*: In Part A, Degrees Earned, Please list the type of degree, the discipline or major, name of granting institution, and date granted. In Part B, Coursework, List courses specific/related to the discipline for which equivalency is requested only. List the institution, course number and title, date completed, course level (graduate, upper division, or lower division), and number of semester or quarter units. Upload transcripts for all referenced graduate and undergraduate coursework.

A. Degrees Earned:

Degree (Bachelor, Master's etc.)	Major/Discipline	Institution	Month/year granted

B. Related Coursework:

Institution	Course Number	Course Title	Level (Graduate/ Undergraduate)	Credit Hrs

**Only coursework completed at and degrees awarded by accredited institutions recognized by the U.S. Department of Education will be considered as satisfying the minimum qualifications. Coursework and degrees that are completed outside of the United States are required to have transcripts evaluated (evaluation to U.S. equivalency and a course by course analysis) by an appropriate U.S. credentials evaluation service, such as the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators, Inc. (AICE).*

5. Related Scholarship/Publications/Awards: Include any scholarship, publications, and/or awards that apply to the field or discipline in which the equivalency is requested. Do not state “see application or see resume.” Upload any supporting documentation with your CGTC application.

Description/Title	Granting Institution/publisher	Date Month/year

PLEASE READ AND SIGN BELOW. COMPLETED FORMS & SUPPORTING DOCUMENTATION MUST BE UPLOADED TO THE CGTC APPLICATION FOR CONSIDERATION.

I certify that all of the foregoing statements are true, correct, and complete. I understand that the equivalency will be revoked if the information presented in this document is found to be untrue or incorrect.

Signature _____ **Date** _____

OFFICE USE ONLY-----

Reviewed by: _____ Date: _____