LEAD: Graduate Certificate in Leadership and Professional Development

Credentialed Course Instructor Information and Interest Form

Thank you for your interest in serving as an instructor of record or course facilitator in UAB’s LEAD graduate certificate in leadership and professional development. All LEAD courses align with the certificate’s desired learning outcomes and by the end of the course students demonstrate:

* their knowledge and understanding of leadership theories, behaviors, practices and/or professional competency relative to career readiness, advancement, and lifelong development, and
* their abilities to apply, assess, and evaluate leadership theories, behaviors, practices and/or professional competency relative to the leadership and/or professional development among others.

Or

* their abilities to develop, implement, and assess activities or programs designed to foster productive teams and/or address developing environments and workforce culture to enhance productive leadership development.

Per UAB policy you must be a credentialed course instructor (CCI) to teach a LEAD course; therefore, you must provide official copies of your academic transcripts, a copy of your CV or resume, and a completed copy of the CCI Roster Form to the Graduate School. Additionally, all CCIs must meet the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential guidelines as outlined in page 2 of this document. More detailed information regarding processes for CCI approval will follow these initial forms.

By signing below, I confirm that I am aware of all policies and practices associated with teaching LEAD courses. For full-time UAB employees, supervisor approval is required prior to teaching a LEAD course.

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CCI applicant name printed CCI applicant signature

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Course(s) interested in teaching Date

By signing below, I attest that I supervise the above CCI applicant and approve their application to be added to the CCI pool to serve as an instructor of record for LEAD courses.

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Supervisor Signature Date

In accordance with Standard 6.2.a (Faculty qualifications) of the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), individuals interested in becoming a credentialed course instructor for UAB’s LEAD graduate certificate in leadership and professional development, must demonstrate an earned doctorate/terminal degree in the teaching or related discipline or meet the below criteria.

Individuals interested in facilitating instruction for UAB’s LEAD graduate certificate in leadership and professional development must demonstrate:

* + an earned master’s degree in the teaching discipline, or a master’s degree plus a minimum of 18 graduate semester hours earned in the teaching discipline;
	+ direct experience with the course content and leadership in the associated field; and
	+ the willingness to receive guidance and support from the LEAD certificate director, attend regular meetings for training and feedback, and engage in planned mid-semester and end of semester evaluations.

Please provide the following information:

Rationale for teaching in UAB’s LEAD certificate: Why do you want to contribute to LEAD

Justification: Associated Credentials & Experience

If proposing a special topics seminar or skill development workshop, please provide a brief overview below and attach a copy of the desired learning outcomes and draft syllabus. A sample syllabus is available for review on the LEAD webpage.

Your interest in contributing to LEAD at UAB is appreciated. Your documents will be reviewed within a week from your submission date. In the meantime, if you have any questions, please reach out to the LEAD certificate director or send email inquiries to LEAD@uab.edu.

**Credentialed Course Instructor Roster Form**

**Qualifications for CCI for UAB’s LEAD graduate certificate**

**Name of Credentialed Course Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Blazer ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Primary UAB Department/Unit : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Term(s) Included: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Form Completed: mm/dd/yyyy**

| **1** | **2** | **3** | **4** |
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| **NAME (F, P)** | **COURSES TAUGHT****Including Term, Course Number & Title, Credit Hours (D, UN, UT, G) [Dual]** | **ACADEMIC DEGREES & COURSEWORK** **Relevant to Courses Taught, Including Institution & Major****List specific graduate coursework, if needed** | **OTHER QUALIFICATIONS & COMMENTS****Related to Courses Taught** |
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