

**BLUE RIDGE COMMUNITY COLLEGE
EVIDENCE OF COMPETENCY/CAPACITY FORM**

Instructor's Name

**Highest Degree
Level held by
Instructor:**

Program or area in which the instructor will teach

Specific courses instructor is capable of teaching

Formal credentials normally expected or required of an instructor teaching such courses:

Formal credentials actually held by instructor:

Description of special competencies of this instructor to teach the course or courses indicated *(Please write as it is to appear on the Office for Instruction's SACS Roster – use an attachment if necessary)*

Description of instructor's capacity *(Please write as it is to appear on the Office for Instruction's SACS Roster – use an attachment if necessary)*

SIGNATURES

**Department Dean completing
competency form**

Date

Vice President:

Date

- *See Evidence of Competency on back of form.*

EVIDENCE OF COMPETENCY

The Southern Association of Colleges and Schools permits in certain situations a waiver of traditional credential requirements for instructors (see 3.7.1 in the accreditation criteria). Blue Ridge Community College endorses the principle that some instructors, as a result of non-traditional educational or training experiences or as a result of related work experiences, are fully qualified to teach in many areas. The College acknowledges the need in such circumstances to fully document and maintain a record of those competencies.

This form should be completed for occupational extension instructors, literacy instructors, and others for whom formal credentials are required by accrediting or by common practice. This form is provided for supervisors of such instructors to document those competencies. This form should be completed as soon as possible after hiring such as instructor, and the form along with any attachments should become a part of the instructor's personnel file. (Attachments may include certificates that document non-traditional educational experiences, letters of reference that describe special skills and abilities possessed by the individual, etc.)