



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

MINNESOTA STATE COLLEGE FACULTY (MSCF)  
REQUEST FOR ADDITIONAL CREDENTIAL FIELD\*

Faculty Member \_\_\_\_\_

College \_\_\_\_\_

To: Office of the Chancellor, Personnel  
Minnesota State Colleges and Universities

In accordance with the terms of Article 20, Section 8, Subdivision 1 of the EMPLOYMENT CONTRACT between the Minnesota State Colleges and Universities Board of Trustees and the Minnesota State College Faculty, it is confirmed the above named faculty member be has been assigned responsibilities on a continuous basis in the newly requested credential field: \_\_\_\_\_

\_\_\_\_\_. The approved listing of current credential fields can be found at: <http://www.licensure.mnscu.edu/index.html>

The present credential field is \_\_\_\_\_.

The effective date of the new credential field shall be the beginning of the \_\_\_\_\_ semester of the 200\_\_\_\_ - 200\_\_\_\_ academic year.

ATTACHMENTS REQUIRED:

- \_\_\_ Minimum Qualifications Credit Listing by Faculty Member
- \_\_\_ Official transcripts
- \_\_\_ Record of courses taught during the immediately preceding two (2) academic years, by title, course designation and number, and number of credits

**AGREED TO:**

**APPROVED BY:**

\_\_\_\_\_  
College President

\_\_\_\_\_  
Office of the Chancellor/Personnel  
Minnesota State Colleges and Universities

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*\* Effective July 1, 2006, the term "credential field" includes all former license fields, assigned fields and newly designated credential fields in accordance with MnSCU Board Policy 3.32 College Faculty Credentialing*

cc: Faculty Member  
College Personnel Office  
Office of the Chancellor/Personnel  
MSCF – Field Staff

