EUROPEAN ASSOCIATION FOR HIGHER EDUCATION ADVANCEMENT

Document 5:

# ACADEMIC / ADMINISTRATIVE PERSONNEL FORM

Policy Requirements: Institutions must document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions. An institution must document the training and experience of its faculty and staff by either: (1) completing this form in its entirety, or (2) completing Section I of this form and attaching it to a resume.

**SECTION I**

(Required for all employees)

Organization: _____

Name of Employee: _____

Title/Position: _____/_____

Date Employed: _____/_____/_____

Specific Location of Work Assignment: _____

Check the Appropriate Boxes:

☐ Full-Time ☐ Part-Time ☐ Other

☐ Hourly ☐ Salaried (Contractor,Consultant,etc.)

Employee Signature: _____

Date: _____/_____/_____

The personal data in this form are used only for the evaluation of the institution and are kept confidential by EAHEA.