



EUROPEAN AGENCY FOR HIGHER EDUCATION & ACCREDITATION

Document 5:
FACULTY / 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:

- | | | |
|------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> Other |
| <input type="checkbox"/> Hourly | <input type="checkbox"/> Salaried | (Contractor, Consultant, etc.) |

Employee Signature: _____

Date: ____/____/____