



Didactic Faculty/Instructor Fact Sheet

(All Programs)

Faculty

Name: _____

Credentials: _____

Position/Title: _____

Certification Information (please list all)

Credential	Certified by	Certification #	Year Certified

Distribution of Work

	Teaching	Administration	Clinical Services	Research
Proportion of time in each area (%)	_____ %	_____ %	_____ %	_____ %

Education

Undergraduate

Institution: _____

Field of Study: _____

Degree: _____

Year: _____

Graduate

Institution: _____

Field of Study: _____

Degree: _____

Year: _____

Other (specify) _____

Institution: _____

Field of Study: _____

Degree: _____

Year: _____



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Experience (list current position first)

Institution/City/State	Position	Years



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Principal Functions in the Education Program



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Please read the following instructions carefully before proceeding to the next page.

Attaching Documents:

Attach documents in gray boxes only.

To add attachments to Adobe Acrobat Reader, please see the following steps:

- Open the Didactic Faculty/Instructor Fact Sheet in Adobe Acrobat Reader.
- Locate the floating vertical toolbar to the left of the program.
 - You will see the following icon buttons on the toolbar: arrow, comment bubble, highlighter, lasso, and fountain pen.
- Locate the comment bubble button and click the black arrow in the bottom right corner of the button.
- You will see multiple options to replace the comment bubble in the toolbar.
- Select the comment bubble with a paper clip.
- Press the paper clip button to use your cursor to place attachments.
- Make sure attachments are not stacked on top of each other.
- You may move attachments by selecting the arrow button.

On-demand demonstration: Every month, NAACLS has interactive virtual sessions called Dr. NAACLS that are available for free. Recently, NAACLS hosted a Dr. NAACLS session that featured a demonstration on downloading, saving, and opening a Self-Study Template. Additionally, there was a demonstration of how to attach files to a PDF. The instructions in that video will be beneficial to you for working with this fact sheet. [If you need additional guidance, we recommend watching the video.](#)



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Professional Development

Program Directors

In the gray box below, attach evidence of professional development hours as required of the program discipline. **Standard VII.A**

Please include all documentation in this gray box provided. Ensure that attachment pin placements are easily identifiable.

Faculty/Instructors

In the gray box below, attach proof of professional development activities that support assigned teaching responsibilities for the program discipline. **Standard VII.C**

Please include all documentation in this gray box provided. Ensure that attachment pin placements are easily identifiable.