**Faculty Qualification Documentation   
(To be completed when Tested Experience is Required)**

|  |  |
| --- | --- |
| **Faculty Information** |  |
| Last Name |  |
| First Name |  |
|  |  |
| Academic Department |  |
| College |  |
|  |  |
| Highest Degree |  |
| Major |  |
| Date of Hire |  |

***NOTE: Departments must complete this form at the time of hire for faculty hired on or after August 1, 2016 and submit to Academic Affairs.***

**If the information required below has been filled out in the Faculty Activity Database, please check here \_\_\_\_\_\_. If it has been entered, then have the form signed and submitted to Academic Affairs.**

**If the faculty member is a new hire and not yet in FAD, please complete the form, attach all the necessary information to the form and submit to Academic Affairs before teaching begins.**

|  |  |
| --- | --- |
| **Subject Areas to Teach** | **Courses** |
|  |  |
|  |  |

**Credential Level**

|  |  |  |
| --- | --- | --- |
| **Please mark** | **Level of Education** | **Other Requirements** |
|  |  |  |
|  | Master’s without 18 hrs of graduate work in discipline | Tested Experience Required |
|  | Bachelor’s in discipline | Tested Experience Required |
|  | Bachelor’s not in discipline | Tested Experience Required |

**Level of tested experience as required for type and level of courses to be taught. Please attach documentation of tested experience or other plan for achieving qualifications.**

|  |  |
| --- | --- |
| **Course Level** | **Tested Experience** |
| Introductory Courses | A national or state-issued license or certification in the field, and/or 5+ years of relevant work in the field.\* |
| Any undergraduate level course | A national or state-issued license or certification within field with 10+ years of relevant work experience in the field.\*  Faculty who work in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for faculty credentials.  Faculty who do not meet any of the above guidelines must show/demonstrate discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, continuing education, etc. |
| Skill/activity based courses | 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area. |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* A teaching license, even with extensive classroom experience, does not fulfill the guidelines for faculty qualifications and tested experience.*

**Please attach explanation and documentation for tested experience to provide and proper approvals.**

**Approvals**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Department Chair - Printed name** | **Department Chair - Signature** | **Date** |
|  |  |  |
| **Dean – Printed Name** | **Dean – Signature** | **Date** |

***Copies of signed form must be kept on file in the College Office and Academic Affairs.***