**Faculty Qualifications Determination**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discipline:       Qualified in the following sub-disciplines:

***Choose only ONE of the following four categories as the basis for qualification.  When more than one category applies, choose the lowest numbered category (category 1 is preferred by HLC over category 2, and category 2 is preferred over 3 and 4).***

**1. Holds a graduate degree (or degrees) in the discipline.**

*HLC standard:* “Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed.”

                Earned Graduate Degree:

                Institution:

                Earned Graduate Degree:

                Institution:

**2. Holds a graduate degree in another field and has completed 18 graduate credits in the discipline.**

*HLC standard*: “If a faculty member holds a master’s degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching.”

                Earned Graduate Degree:

                Institution:

                Number of graduate credit hours in discipline:

                Institution where hours were earned:

**3.  Holds a graduate degree in another field + has at least five years of relevant real-world experience.**

*HLC standard:* Tested experience may substitute for an earned credential or portions thereof. . . (and) based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline. (Note: Tested experience is typically not based exclusively on years of teaching experience.)  Tested experience qualifications should be established for specific disciplines and could include skill sets, certifications or additional credentials, and experiences.”

                Earned Graduate Degree:

                Institution:

                Five Years of Relevant Tested Work Experience:

                                Organization:

Job Title:

                                Major Responsibilities (need to demonstrate breadth and depth of experience):

Other Evidence of Breadth and Depth (describe those that apply):

Graduate credit hours in the discipline.

                Number of credit hours:

                Institution where hours were earned:

Public recognition via exhibits, publications, patents, awards

                                Certifications/additional credentials

Licensing or Board Exams

                Exam:

                Date earned:

National or industry certifications

               Certification:

                Date earned:

Other (explain)

**4.  Holds an undergraduate degree + has at least fifteen years of relevant real-world experience.**

*HLC standard:* Tested experience may substitute for an earned credential or portions thereof. . . (and) based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline. (Note: Tested experience is typically not based exclusively on years of teaching experience.)  Tested experience qualifications should be established for specific disciplines and could include skill sets, certifications or additional credentials, and experiences.”

                Earned Undergraduate Degree:

                Institution:

                Five Years of Relevant Tested Work Experience:

                                Organization:

Job Title:

                                Major Responsibilities (need to demonstrate breadth and depth of experience):

Other Evidence of Breadth and Depth (describe those that apply):

Graduate credit hours in discipline

                Number of credit hours:

                Institution where hours were earned:

Public recognition via exhibits, publications, patents, awards

                                Certifications/additional credentials

Licensing or Board Exams

                Exam:

                Date earned:

National or industry certifications

               Certification:

                Date earned:

Other (explain)

Submitted: Date:

Approved: Date:

Vice President for Academic Affairs

Approved to instruct Not approved to instruct