

Faculty Qualifications Assurance form

Faculty Name: _____ Home Academic Unit: _____

College: _____

Faculty Type: Full-time Part-time

Faculty will teach at the following course levels (check all that apply)

Undergraduate Masters Doctoral

Faculty member will teach the following course(s) (please include all expected or anticipated courses.) *A faculty member once determined to be qualified can teach independent study or special topics courses related to their qualifications described in this form and such courses do not need to be included here.*

Please select one of the following options to describe how the faculty member meets our faculty qualifications policy for the courses they will be teaching.

1. Faculty Member has the following Academic Credentials (indicate Yes/No for each item):

Y	N	Terminal degree related to the discipline or subfields of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities.
Y	N	Master's degree related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities.
Y	N	Master's degree not related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities, with an additional 18 hours of graduate work in the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities

Y	N	Bachelor's degree related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities.
Y	N	Nationally-recognized credential (certification, license, etc.) related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activities.

If the faculty member's highest degree is not in the cognate area in which they will be teaching, provide a summary of the faculty member's academic additional credentials. Also provide the rationale for how the credentials after their highest degree are relevant to the course(s) that will be taught or the scholarly activity that will be supervised.

2. Faculty member successful completed all the coursework and exam requirements for a doctoral program, but has yet to complete their final dissertation.

Y N Provide expected date of completion. (*Note this option only allows the faculty member to teach under this option for 1 year. A new faculty qualifications form must be submitted after the year with a new option for how they qualify to teach*)

3. If the Faculty Member does not have the requisite academic credentials needed, the faculty member has the following Tested Experience (indicate Yes/No for each item): *Tested experience includes a breadth and depth of experience outside of the (college) classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.*

Y	N	Has ___ years of full time equivalent tested experience related to the content of the course(s) that will be taught and or the scholarly activity that will be supervised. (Note: Tested experience is only to be counted as experience obtained post-degree completion).
Y	N	Is recognized by peers for distinguished professional accomplishments and is considered an expert in the content that will be covered in the course(s) and/or the scholarly activity that will be supervised.

Provide a detailed description of the person's tested experience for each box you selected "Yes" for above. Include the rationale for how the experience is relevant to the course(s) that will be taught and/or the scholarly activity that will be supervised.

4. Faculty member meets teaching qualifications in a manner not described in the above options. Give a full rationale with evidence for how the faculty member meets the HLC teaching qualifications in a manner not described above. Note: anyone selecting this option needs to gain approval from their dean and HLC liaison before placing the faculty member on an academic schedule.

Description:

I have verified that this candidate meets the UMSL Faculty Qualifications criteria based on the following:

Academic credentials qualify this faculty member through degree verification and pending final review of transcripts

Academic credentials plus 18 hours of additional coursework in cognate area qualify this faculty member through degree verification and pending final review of transcripts

Academic coursework without the credential (for 1 year while faculty member completes their degree) pending final review of transcripts

Academic credentials plus tested experience qualify this faculty member through degree verification and pending final review of transcripts

Other

Department Chair Name:

Date:

Department Chair Signature:

Dean Name (if option 4 is selected):

Date:

Dean Signature:

Provost or Designee Initial:

Date: