**CMU Academic Faculty Member Qualifications Form:**

**All Full-time Appointments and Lecturers (Part-time)[[1]](#footnote-1)**

Higher Learning Commission policy requires that faculty members must demonstrate their qualifications to teach in a specific field of study either by completing 18 graduate-level credit hours in the teaching discipline or documenting tested experience (see page 2).

1. Faculty Member Name: Click here to enter text.
2. Academic program of faculty member assignment: Click here to enter text.
3. Courses to be taught: Click here to enter text.

**Faculty Member Appointment**

1. Full-time: [ ]  Yes [ ]  No

Academic year in which faculty member will be teaching: Click here to enter text.

1. Part-time: [ ]  Yes [ ]  No

Proposed semester(s) in which faculty member will be teaching: Click here to enter text.

**Faculty Member Qualifications by Education**

1. Faculty member holds a degree at least one level above degree-level being taught?

[ ]  Yes [ ]  No

1. Faculty member has earned a minimum of 18 graduate-level credit hours in the teaching discipline? [ ]  Yes [ ]  No

List the courses used to meet the minimum 18 graduate-level credit hour requirement (optional):

Click here to enter text.

1. Doctoral degree (e.g., Ph.D., Ed.D.): Click here to enter text.

Discipline of doctorate: Click here to enter text.

Year degree awarded: Click here to enter text.

1. Master’s degree (e.g., M.A., M.S.): Click here to enter text.

Discipline of master’s: Click here to enter text.

Year degree awarded: Click here to enter text.

 **If ‘yes’ to questions 6 – 8 or 9,** no additional information is needed for this faculty member to be deemed qualified. **If ‘no’ to question(s) 6, 7, and no to either 8 or 9,** continue with completion of the following questions.

1. Other degree, (e.g., B.A., A.A.S.): Click here to enter text.

Discipline of baccalaureate: Click here to enter text.

Year degree awarded: Click here to enter text.

**Faculty Member Qualifications by Tested Experience**

1. If the faculty member is teaching in a discipline outside the area(s) in which they have not earned a minimum of 18 graduate-level credit hours, complete the following:

Number of graduate-level credit hours completed in teaching discipline: Click here to enter text.

Describe the faculty member’s previous tested experience that documents sufficient breadth and depth of preparation through any of the following: professional/industry experience (including years worked and positions held); professional organization member activity; published research; relevant certifications/credentials; other pertinent information that documents appropriate qualifications in lieu of earning a minimum of 18 graduate-level credit hours in the teaching discipline. Note that teaching experience and/or prior student success does not substitute for content knowledge. If the faculty member demonstrates mastery of course content based on a review of the faculty member’s documentation (as described above) by the Program Coordinator for the teaching discipline, the faculty member is deemed qualified to offer the specified courses. Click here to enter text.

**Approval(s)**

If the faculty member’s qualifications rests solely upon tested experience, the Vice President for Academic Affairs also must approve the faculty credentials.

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Program Coordinator (if applicable)/Date

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Academic Department Head/Date

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CMU Vice President for Academic Affairs/Date

*Attach the Faculty Qualifications form to a copy of the current Faculty Vita form and submit both documents to Office of Academic Affairs by no later than one week before the first day of classes. Note that an update to the above information should be submitted only when a current faculty member’s recurring teaching responsibilities change substantively or expanded to include graduate coursework. If graduate work is added, the qualifications form for faculty teaching at the graduate level should be completed. Both forms should be submitted when a new faculty member is hired.*

Revised: 6/28/16

1. 1Use form for teaching coursework at the graduate level if instruction is at the 500-level or higher. [↑](#footnote-ref-1)