**WCCC Career and Technical Education Faculty Qualifications Form:**

**All Full-time Appointments and Lecturers (Part-time)**

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). A plan for meeting the qualifications within two years must be submitted to the VPAA by January 15th for those faculty members out of compliance.

1. Faculty Member Name: Click here to enter text.
2. Technical program of faculty 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 holds a degree at least one level above degree-level being taught? [ ]  Yes [ ]  No
2. Faculty has earned a minimum of a baccalaureate degree in the discipline of the coursework being taught? [ ]  Yes [ ]  No
3. Faculty member has earned a minimum of 18 graduate-level credit hours in the discipline of the coursework being taught? [ ]  Yes [ ]  No
4. List this faculty member’s earned degrees and certificates (e.g., Ed.D., Ph.D., M.A., M.S., B.A., B.S.), including discipline of degree and year awarded for each: Click here to enter text.
5. If no degree has been earned, enter the number and level (i.e., undergraduate, graduate) of credit hours earned in the teaching field. Click here to enter text.

**Faculty Member Qualifications by Tested Experience**

1. If the minimum of 18 graduate-level credit hours nor a baccalaureate degree in the teaching discipline has been earned, describe the combination of education, training, and previous tested experience(s) (i.e., professional/industry experience (including years worked and positions held); activities in professional organizations and learned societies through presentations and publications on topics relevant to the concurrent course(s); relevant certifications/credentials; other pertinent information) that documents appropriate qualifications to qualify faculty to be teaching assigned courses. Click here to enter text.

If the faculty member demonstrates a mastery of the course content at the collegiate level, based on a review by the Director of Instruction, the teacher will be deemed qualified to offer the specified course(s).

**Approval(s)**

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

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Director of Instruction/Date

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WCCC Vice President for Community College 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. Both forms should be submitted when a new faculty member is hired.*

Revised: 6/28/16