**CMU/WCCC Faculty Member Qualifications Form:**

**High School Faculty Teaching Concurrent Coursework**

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 five 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. Academic/technical program and department of faculty assignment: Click here to enter text.

**Faculty Member Appointment**

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

5. At what school is this faculty teaching? Click here to enter text.

**Faculty Member Qualifications by Education**

1. Faculty member holds a degree at least one level above the degree-level being taught? [ ]  Yes [ ]  No
2. Faculty member has earned a minimum of 18 graduate-level credit hours in the discipline of the coursework being taught? [ ]  Yes [ ]  No

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

Click here to enter text.

1. List this teacher’s earned degrees (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.

If the master’s degree is in Education, have a minimum of 18 hours been earned in the discipline in which they are teaching? [ ]  Yes [ ]  No

**Faculty Member Qualifications by Tested Experience (only question 9 or 10 if applicable)**

1. Academic Faculty Member

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 discipline in which teaching: 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: experience working in other employment sectors; professional development; 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 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. Click here to enter text.

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

1. Career/Technical Education Faculty Member

If teaching in a career or technical education program, list the degree(s) and major(s) earned in the teaching field. 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.

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 teacher 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, the appropriate Vice President also must approve the faculty credentials.

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Academic Department Head/Date or

Director of Instruction/Date

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CMU Vice President for Academic Affairs/Date or

WCCC Vice President for Community College Affairs

*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