**CMU Academic Faculty Member Qualifications Form:**

**Teaching Graduate Coursework[[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) . 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. Academic program of faculty member assignment: Click here to enter text.

1. 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
2. Faculty member holds terminal degree in field?  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. 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.

**If ‘yes’ to questions 6 – 9,** skip to question 12. **If ‘no’ to question(s) 6, 7, and/or 8, or lacks doctoral degree,** continue with completion of the following questions.

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.

**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 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: 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 Academic Department Head for the teaching discipline, the faculty member is deemed qualified to offer the specified courses. Click here to enter text.

**Qualifications for Faculty Member Teaching a Graduate Level Coursework**

1. If teaching at the graduate level, list the record of research, scholarship and achievements demonstrating qualifications and currency at the graduate level. A current vita for the faculty member may be appended in place of entering a list if it includes the requested information. 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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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. Both forms should be submitted when a new faculty member is hired.*

Revised: 6/28/16

1. 1 This form should be used for faculty teaching any coursework at the 500-level or higher. [↑](#footnote-ref-1)