CMU Academic Faculty Member Qualification Form
Faculty Appointments including Part-Time and Graduate

Higher Learning Commission policy requires faculty members demonstrate qualification to teach in a specific field of study either by completing 18 graduate-level credit hours in the teaching discipline or documenting tested experience. If teaching at the Graduate Level, a record of scholarship/achievement appropriate for the discipline should also be demonstrated. The completed Qualification Form and Vita should be filed with Academic Affairs for each faculty teaching in a program.

Attach the Faculty Qualification form to a copy of the current Faculty Vita form and submit both documents to the Office of Academic Affairs 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 expand to include graduate coursework. If a faculty is teaching at the graduate level or if graduate teaching is added to the faculty workload, the Graduate Qualification area of this form should be completed and then submitted or resubmitted, as applicable.

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**

4. Full-time: ☐ Yes ☐ No
   
   Academic year in which faculty member will begin teaching: Click here to enter text.

5. Part-time: ☐ Yes ☐ No
   
   Proposed semester(s) in which faculty member will be teaching: Click here to enter text.

**Faculty Member Qualifications by Education**

6. Faculty member holds a degree at least one level above degree-level being taught?
   ☐ Yes ☐ No

7. 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:
Click here to enter text.

8. 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.

9. 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.

10. Other collegiate degrees, (e.g., B.A., A.A.S., Certificates): Click here to enter text.
    Degree discipline: Click here to enter text.
    Year degree awarded: Click here to enter text.

**Faculty Member Qualification by Tested Experience**

11. If the faculty member is teaching in a discipline in which a minimum of 18 graduate-level credit hours has not been earned, complete both of the following:
   1. *Number of graduate-level credit hours completed in teaching discipline, if any:*
   
      Click here to enter text.
   
   2. Describe the faculty member’s 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/Department Head for the teaching discipline, with the approval of the CMU VPAA, the faculty member is deemed qualified to offer the specified courses.
   
      Click here to enter text.
Qualifications for Faculty Member Teaching Graduate Level Coursework
Fill in this area **only** if teaching at the Graduate Level.

12. *If teaching at the Graduate Level, list the record of research, scholarship and achievements demonstrating qualifications and currency at the graduate level. Faculty guiding doctoral education should have a record of scholarship and preparation to teach at the doctoral level, appropriate to the program and degree offered.*

_A current vita for the faculty member may be appended in place of entering a list if the list includes the requested information_

Click here to enter text.

**Approval(s)**

_________________________________________
Program Coordinator, if applicable/Date

_________________________________________
Academic Department Head/Date

_________________________________________
CMU Vice President Academic Affairs/Date

Revised: 6/01/19