

CMU/WCCC Faculty Member Qualification Form High School Faculty Teaching Concurrent Coursework

Higher Learning Commission policy requires faculty members demonstrate their 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. 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.

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

3. Courses to be taught: [Click here to enter text.](#)
4. Proposed semester(s) in which faculty member will begin teaching: [Click here to enter text.](#)
5. School where faculty member is teaching [Click here to enter text.](#)

Faculty Member Qualification by Education

6. Faculty member holds a degree at least one level above the degree-level being taught? Yes No
7. 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:

[Click here to enter text.](#)

8. List the faculty's earned degrees (e.g., Ed.D., Ph.D., M.A., M.S., B.A., B.S., Certificate), 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 teaching? Yes No

Faculty Member Qualifications by Tested Experience

Please complete if the faculty member is teaching in a discipline in which a minimum of 18 graduate-level credit hours **have not been earned**:

9. Tested Experience

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:

- a. *Number and list of graduate-level credit hours completed in discipline in which teaching, if any:*

Click here to enter text.

- b. *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. 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.

Approval(s)

Academic Department Head/Date or
Director of Instruction/Date

WCCC Vice President for Community College Affairs/Date

CMU Vice President Academic Affairs/Date

Revised: 6/01/19