**WCCC Career and Technical Education Faculty Qualification Form**

**Full-time and Part-Time Appointments**

Higher Learning Commission policy requires that 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. 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 begin 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 Qualification 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 faculty member’s earned degrees and/or certificates (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.

**Faculty Member Qualifications by Tested Experience**

1. 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:
2. *Number of graduate-level credit hours completed in teaching discipline, if any:*

Click here to enter text.

1. *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.

**Approval(s)**

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Director of Instruction/Date

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WCCC Vice President Community College Affairs/Date

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CMU Vice President Academic Affairs/Date

Revised: 6/01/19