

Faculty Teaching Qualifications

HLC Policy Statement:

Minot State University adheres to the Higher Learning Commission's statement on Assumed Practices regarding faculty roles and qualifications. All instructors (excluding teaching assistants who are enrolled in a graduate program and supervised by faculty) must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.

Those faculty members teaching undergraduate courses who hold a master's degree or higher in a discipline or subfield other than the one in which he or she is teaching should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach or have equivalent experience. If not, they must demonstrate they have equivalent experience.

A faculty member's equivalent experience must be documented and evaluated by their chair or program director using this form. At least two types of evidence must be applied toward the faculty member's teaching credentials for consideration as equivalent qualifications. The types of evidence that will be considered include: relevant graduate coursework (less than 18 credits), professional experience, license or certification, publications/research/scholarly activity, teaching experience, honors/awards, continuing education/professional development, and other relevant experience that can be documented.

The chair or the program director must complete this form for all newly hired faculty members teaching undergraduate* courses. The form must also be completed when a new or current faculty member wants to teach in an area for which he/she has not earned a master's degree or higher but has evidence of equivalent qualifications. Final decisions rest with the Vice President for Academic Affairs.

* Graduate faculty status is granted by the Graduate Council using the procedure in the Graduate School.

Faculty Member Information:

Name:

Department/Division:

Highest Degree / Field:

Choose one:

Qualifications:

Please indicate the highest level of credential that the instructor of record has attained to date.

Equivalent Qualifications:

In the following instances, identify and describe all evidence (a minimum of two) that applies toward the faculty member's teaching credentials for consideration as equivalent qualifications:

- 1) Faculty teaching graduate courses with a terminal degree without at least 18 graduate credits from that degree in the discipline; or
- 2) Faculty teaching undergraduate courses with a master's degree without at least 18 graduate credits in the discipline; or
- 3) Faculty teaching any course whose highest degree is a bachelor's degree (in rare instances only).

Graduate Coursework
(less than 18 credits):*

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Professional Experience:

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License or Certification:

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Publications/Research/
Scholarly Activity:

.....

Teaching Experience:

.....

Honors/Awards:

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Continuing Education/
Professional Development:

.....

Other:

** An individual who is making substantial progress toward meeting the faculty credentialing requirements and who is mentored by a faculty member who does meet the minimum credentialing requirements may serve as an instructor during completion of their educational programs. Examples of such individuals include graduate teaching assistants (GTAs), adjunct faculty members, and dual enrollment/early entry faculty members.

Courses:

If the faculty member is approved to teach only specific courses, please list those courses here:

Course Prefix and Number	Course Title

Attachments:

When hiring new faculty, please submit this form and the following documents to the Office of the Vice President for Academic Affairs.

- Current Curriculum Vitae
- Official Transcript(s)

Approval:

- 1) Please type your name and date to indicate your approval.
- 2) Save the file, using a file name that includes the faculty member's name.
(e.g., HLC Qualifications_Bob Smith.pdf)
- 3) Attach the file and forward it to the VPAA by email.

Chair/Program Director

Date

VP for Academic Affairs

Date

Contact the Office of the Vice President for Academic Affairs with any questions about faculty qualifications.