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**USI Graduate Faculty Qualification Documentation – Teaching Graduate Courses *NOTE: This form must be completed at time of hire.***

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| **MEMBERSHIP STATUS** |  **Regular** [ ]  |  **Affiliate** [ ]  |

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| **FACULTY INFORMATION** |  |
| Last Name |       |
| First Name |       |
|  |  |
| Academic Department |       |
| College |       |
|  |  |
| Highest Degree Awarded |       |
| Major |       |
| Date of Hire at USI |       |

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| **SUBJECT AREAS TO TEACH** | **COURSE LEVEL** |
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| **CREDENTIALS LEVEL** |
| **Please mark** | **Level of Education** | **Other Requirements** |
|[ ]  Doctorate or terminal degree in appropriate discipline | None |
|[ ]  Master’s in appropriate discipline | Tested Experience Required: Guidelines 1 – 3 |
|[ ]  Bachelor’s or Master’s degree | Tested Experience Required: Guideline 4 |
|[ ]        |  |

 **IF TESTED EXPERIENCE IS REQUIRED:**

**Level of tested experience required for type and level of courses to be taught is shown below. Attach all documentation of tested experience, or other plan for achieving qualifications.**

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| **Mark all that apply** | **Course Level** | **Tested Experience** |
|[ ]  Master’s Level Courses | Graduate faculty holding a master’s degree in an appropriate discipline with national or state issued license, or certification in the field and 2+ years of relevant work experience. |
|[ ]  Master’s Level Skill/activity based courses | Graduate faculty teaching master’s level skill/activity based courses must hold a master’s degree in an appropriate discipline with 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area. |
|[ ]  Any graduate level course | Graduate faculty working in programs that hold national accreditation or have state board mandates, and must meet either the accreditation or state board expectations for faculty credentials. |
|[ ]  Any graduate level course | Graduate faculty who do not meet the guidelines 1-3 above must show/demonstrate ***national or international*** discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, honors, awards, continuing education, etc. |

 **Please attach an explanation and all documentation to provide a rationale, and obtain all proper approvals below.**

**Approvals**

|  |  |  |
| --- | --- | --- |
|       |  |  |
| **College Graduate Council Chair name - printed** | ***College Graduate Council Chair signature*** | **Date** |
|       |  |  |
| **Dean name – printed**  | ***Dean signature*** | **Date** |
|       |  |  |
| **Director of Graduate Studies - printed** | ***Director of Graduate Studies signature*** | **Date** |
|       |  |  |
| **Provost name - printed** | ***Provost signature*** | **Date** |

 ***Copies of signed form must be kept on file in the College office, Provost’s Office, and Human Resources.***