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**USI Faculty Qualification Documentation – Teaching Undergraduate Courses**

***NOTE: This form must be completed at the time of hire.***

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| **FACULTY INFORMATION** |  |
| Last Name |       |
| First Name |       |
|  |  |
| Academic Department |       |
| College |       |
|  |  |
| Highest Degree  |       |
| 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 discipline |  None |
|  [ ]  | Doctorate with 18 hours of graduate work completed in discipline |  None |
|  [ ]   | Master’s in discipline1 |  None |
|  [ ]  | Master’s with 18 hours of completed graduate work in discipline |  None |
|  |  |  |
|  [ ]  | Master’s without 18 hours of completed graduate work in discipline |  Tested Experience Required |
|  [ ]  | Bachelor’s in discipline |  Tested Experience Required |
|  [ ]  | Bachelor’s not in discipline |  Tested Experience Required |

1. *In business, although Masters in Accounting, Finance, Management, and Marketing degrees exist for those faculty members with business practice, the MBA is a generally accepted qualification for teaching in these and other business fields at the undergraduate level.*

**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.**

|  |  |  |
| --- | --- | --- |
| **Mark all that apply** | **Course Level** | **Tested Experience** |
| [ ]   | Introductory Courses | A national or state-issued license or certification in the field and/or 5+ years of relevant work in the field.2 |
|[ ]  Any undergraduate level course | A national or state-issued license or certification with in field with 10+ years of relevant work experience in the field.2 |
|[ ]  Skill/activity based courses | 5+ years of performance experience or demonstrated mastery in the skill/activity based teaching area. |
|[ ]  Any undergraduate level course | Hired ***prior to July 1, 2016*** and does not hold a master’s degree in the field or 18 completed graduate hours in the teaching discipline must have a documented plan for completion signed by the relevant chair and dean. |
|[ ]  Any undergraduate level course | Faculty who work in programs that hold national accreditation or have state board mandates must meet either the accreditation or state board expectations for faculty credentials. |
|[ ]  Any undergraduate level course | Faculty who do not meet any of the above guidelines must show/demonstrate discipline-based expertise through scholarly activities, including but not limited to: publications, presentations, professional engagement, consulting, continuing education, etc.  |

*(2) A teaching license, even with extensive classroom experience, does not fulfill the guidelines for faculty qualifications and tested experience.*

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

**Approvals**

|  |  |  |
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|       |  |  |
| **Department Chair - Printed name** | ***Department Chair Signature*** | **Date** |
|       |  |  |
| **Dean – Printed name** | ***Dean Signature*** | **Date** |

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