

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

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

|                          |                                  |                                    |
|--------------------------|----------------------------------|------------------------------------|
| <b>MEMBERSHIP STATUS</b> | Regular <input type="checkbox"/> | Affiliate <input type="checkbox"/> |
|--------------------------|----------------------------------|------------------------------------|

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

| SUBJECT AREAS TO TEACH | COURSE LEVEL |
|------------------------|--------------|
|                        |              |
|                        |              |
|                        |              |
|                        |              |
|                        |              |

| CREDENTIALS LEVEL        |  |  |
|--------------------------|--|--|
| Please mark              | Level of Education                                     | Other Requirements                           |
| <input type="checkbox"/> | Doctorate or terminal degree in appropriate discipline | None   |
| <input type="checkbox"/> | Master's in appropriate discipline                     | Tested Experience Required: Guidelines 1 – 3 |
| <input type="checkbox"/> | Bachelor's or Master's degree                          | Tested Experience Required: Guideline 4      |
| <input type="checkbox"/> |  |  |

**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  |
|--------------------------|---|--|
| <input type="checkbox"/> | 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.   |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | 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.  |
| <input type="checkbox"/> | Any graduate level course                   | Graduate faculty who do not meet the guidelines 1-3 above must show/demonstrate <b>national or international</b> 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.

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**Approvals**

|   |   |      |
|---|---|------|
|   |   |      |
| College Graduate Council Chair name - printed | <i>College Graduate Council Chair signature</i> | Date |
|   |   |      |
| Dean name – printed                           | <i>Dean signature</i>                           | Date |
|   |   |      |
| Director of Graduate Studies - printed        | <i>Director of Graduate Studies signature</i>   | Date |
|   |   |      |
| Provost name - printed                        | <i>Provost signature</i>                        | Date |

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