

Evaluation Instrument for Faculty Qualifications¹



Courses/Programs: General Education or other Non-Occupational Courses²

Qualification Checklist

I. Academic Credentials (Qualifying Factor)²

Candidate must have one of the following qualifying factors:

- Master's degree or higher in the discipline or subfield in which they are to teach
- Unrelated master's degree or higher *and* a minimum of 18 graduate credit hours in the discipline or subfield in which they are to teach

Description of candidate's qualifying factors:

Program Director and/or Dean recommendation:

Discipline/Subfield

Name: Faculty Member

Program Director Signature

Date:

Dean Signature

Date:

VPAA Signature

Date:

1. Effective September 1, 2017. “When HLC’s Board of Trustees approved the revisions to Assumed Practice B.2. in June 2015, it also extended the date of compliance to September 1, 2017, to allow institutions time to work through the details of the requirement and to bring their faculty into compliance through individual professional development plans.”
2. “Faculty teaching general education courses, or other non-occupational courses, hold a master’s degree or higher in the discipline or subfield. If a faculty member holds a master’s degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.”

All items sourced from: *Determining Qualified Faculty Through HLC’s Criteria for Accreditation and Assumed Practices; Guidelines for Institutions and Peer Reviewers*; March 2016 © Higher Learning Commission