

Evaluation Instrument for Faculty Qualifications



Courses/Programs: Master's Degree

Academic Credentials, Education, Training and/or Tested Experience

Qualification Checklist

Candidate must have one of the following qualifying factors:

Preferred (Qualifying Factor I):

- Terminal degree as determined by the discipline AND
- Record of research, scholarship or achievement appropriate for the graduate program.

Minimum Qualifications (Qualifying Factor II):

- Master's degree or equivalent as recognized by appropriate accrediting body and as determined by the discipline AND
- Record of research, scholarship or achievement appropriate for the graduate program AND
- 60 or more months (5 years+) of professional experience in the discipline/field AND
- Additional Expertise in the Discipline/Field.
 - Licenses, certifications, as applicable: _____

Note: Unique programmatic standards (e.g. accreditation) may require additional qualifications exceeding the defined criteria.

Description of candidate's qualifying factors:

Recommendation/Approvals:

Program

Name: Faculty Member

Program Director Signature

Date

Dean Signature

Date

VPAA Signature

Date

1. “An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline. In their policies on tested experience as a basis for hiring faculty members, institutions are encouraged to develop faculty hiring qualifications that outline a minimum threshold of experience and a system of evaluation.”
2. Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) 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.
3. Instructors teaching in graduate programs should hold the terminal degree determined by the discipline and have a record of research, scholarship or achievement appropriate for the graduate program.
4. “Tested experience qualifications should be established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences.”
5. 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.”
6. “This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.”
7. Faculty teaching in higher education institutions should have completed a program of study in the discipline or subfield (as applicable) in which they teach, and/or for which they develop curricula, with coursework at least one level above that of the courses being taught or developed. Completion of a degree in a specific field enhances an instructor’s depth of subject matter knowledge and is easily identifiable.
8. Tested experience may substitute for an earned credential or portions thereof. Assumed Practice B.2. allows an institution to determine that a faculty member is qualified based on experience that the institution determines is equivalent to the degree it would otherwise require for a faculty position. This experience should be tested experience in that it includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.
9. The value of using tested experience to determine minimal faculty qualifications depends upon the relevance of the individual faculty member’s experience both to the degree level and to the specific content of the courses the faculty member is teaching. An institution that intends to use tested experience as a basis for hiring faculty must have well-defined policies, procedures and documentation that demonstrate when such experience is sufficient to determine that the faculty member has the expertise necessary to teach students in that discipline.
10. “Tested experience qualifications should be established for specific disciplines and programs and could include skill sets, types of certifications or additional credentials, and experiences.”

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