



Faculty Qualifications Assurance Form

This form must be completed for the hiring of all faculty (regular and adjunct) who do not possess a terminal degree in the field in which they will teach, develop curricula, and/or supervise research.

Faculty Name:

Department/Unit:

A. List all courses (expected or anticipated) the faculty member will teach. Include department prefix, course number, and descriptive title (e.g., 'UN 0500 - Effective Scholarship' or 'GEXXXX Undergrad' if this is a longer appointment and course assignment is undetermined):

B. Does this person have a Master's degree?

Yes, that is obviously relevant and appropriate to the assigned course(s) (skip to signature).

Yes, in a cognate field that is relevant and appropriate to assigned duties (skip to D).

Yes, in a field other than those above (continue to C).

No (continue to C).

C. Indicate all **qualifying** credentials/experiences that are **relevant and appropriate** to the assigned duties (check / fill in all that apply, then continue to D).

Bachelor's degree.

Earned _____ graduate-level credits (attach description of qualifying courses, 18+ to be qualifying by itself).

Nationally-recognized credential (certification, license, etc.).

_____ years of professional experience.

Is recognized by peers for distinguished professional accomplishments and considered an expert.

D. Provide a short summary statement/rationale for the faculty member's qualifications relevant to the assigned teaching and supervisory duties (as applicable). Please write for an audience with expertise outside of your field (e.g., explain how cognate disciplines or professional experiences are relevant to the assigned course(s)).

E. If currently without sufficient qualifying credentials or experience, do either of the following apply?

Requires special approval from the provost

Request exemption for long serving faculty OR limited exemption for permanent faculty initially hired before this documentation process was in place (must attach qualification plan).

There is an emergency situation requiring temporary and short-notice coverage.

Supervisor

Signature: