



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. Faculty member will teach or supervise student research at the following levels (check all that apply):

Bachelor's

Master's*

Doctoral*

**teaching at the grad level requires approval by Dean of the Graduate School. Submit [Recommendation for Appointment to Graduate Faculty Status form](#) to the Graduate School.*

B. 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):

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

Yes, directly relevant and appropriate to the assigned duties (skip to signature).

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

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

No (skip to E).

D. Has this person earned at least 18 graduate-level credits that are **relevant and appropriate** to the assigned duties?

Yes (attach description of qualifying courses, skip to signature).

No (continue to E).

E. This faculty member has the following credentials/experiences that are **relevant and appropriate** to the assigned teaching/supervisory duties (check all that apply, then continue to F).

Bachelor's degree.

Earned graduate-level credits (attach description of qualifying courses).

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

years of professional experience.

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

F. Attach a summary statement/rationale of how the faculty member's credentials and/or experience is 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/experiences are relevant).*

G. If currently without recognized qualifications, 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.

Chair/School Dean

Signature:

Date: