

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

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

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<b>MEMBERSHIP STATUS</b>	Regular	Affiliate
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<b>FACULTY INFORMATION</b>	
Last Name	
First Name	
Academic Department	
College	
Faculty Rank	
Highest Degree Awarded	
Major	
Date of Hire at USI	

<b>SUBJECT AREAS TO TEACH</b>	<b>COURSE LEVEL</b>

<b>CREDENTIALS LEVEL</b>		
<b>Please mark</b>	<b>Level of Education</b>	<b>Other Requirements</b>
	Doctorate or terminal degree in appropriate discipline	None
	Master’s in appropriate discipline	Tested Experience Required: Guidelines 1 – 3
	Bachelor’s or Master’s degree	Tested Experience Required: Guideline 4

**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
	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.
	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.
	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.
	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
Dean, School of Graduate Studies - printed	<i>Dean, School 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.**