

# FACULTY QUALIFICATIONS FORM

Note: Fill out this template only for applicants who do not have 18 graduate credit hours in the teaching discipline

## OVERVIEW

DESIRED INSTRUCTOR OF RECORD: *[Insert Name]*

COURSE TO BE TAUGHT: *[Insert full course title; e.g., ERMA 7100 – Advanced Study of Educational Measurement and Evaluation. If more than one course is taught, include each one]*

## COURSE INFORMATION

COURSE DESCRIPTION: *[provide primary goal(s) for the course. Include 2-3 related student learning objectives for context]*

## INSTRUCTOR INFORMATION

RELEVANT DEGREE: *[insert highest degree and any additional relevant degrees that align to course content]*

RELEVANT CREDIT HOURS: *[insert the relevant graduate courses taken below. Include course title and credit hours.]*  
*List only courses with earned A or B*

RELEVANT EXPERIENCE: *[insert the position titles of any relevant experience here]*

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## JUSTIFICATION

*[Insert justification - Connect the skills/knowledge from each title/experience noted above with the course goal and/or SLO's in Course Information. Bullet-point format is preferred. Note – more justification is recommended in the absence of 18 graduate credit hours in the teaching discipline.]*

## ADDITIONAL DOCUMENTATION - APPENDED

*Include documents below [only list the ones that will be appended and referred to as evidence]. Use hyperlinks when applicable.*

All applicants

Applicants without terminal degree or 18 graduate hours

<i>Transcripts</i>	<i>Example documentation of relevant professional experience</i>
<i>CV or Resume</i>	<i>Syllabus of course(s) to be taught</i>
	<i>Course evaluations (teaching excellence)</i>
	<i>Relevant scholarship</i>
	<i>Additional credentials (certificates, etc.)</i>