Reviewed and Approved by Academic Services On:			
Date:	Ву:		



Full-Time **Adjunct Dual Credit**

Transfer Non-Transfer **Both**

QUALIFIED FACULTY DETERMINATION

Faculty Name

Academic Division(s)

(For Dual Credit Only) High School

Assigned Teaching Discipline(s) (Prefixes)

INSTRUCTIONS	
 Part 1: Identify basis for teaching qualifications. Part 2: List educational credentials. Part 3: List courses qualified to teach in assigned division. Part 4: Secure reviews and approvals. Part 5: Verify complete personnel file by Human Resources. 	

References:

- Higher Learning Commission's "Determining Qualified Faculty through HLC's Criteria for Accreditation and Assumed Practices: Guidelines for Institutions and Peer Reviewers," March 2016.

 Lake Land College Board Policy 05.02.04, "Minimum Faculty Employment Requirements/Qualifications."
- "Administrative Rules of the Illinois Community College Board," ICCB Rule 1501.303(f).

PART 1. BASIS FOR TEACHING QUALIFICATIONS

Transfer Coursework Qualifying Criteria	
The instructor assigned to teach transfer coursework meets at least one of the following requirements:	
Master's degree or higher in the primary discipline or subfield in which s/he is teaching.	
 Minimum master's degree and 18 graduate hours of coursework in the discipline or subfield in which s/he is teaching. 	
CTE Coursework Qualifying Criteria	
The instructor assigned to teach CTE coursework meets at least one of the following requirements:	
■ Bachelor's degree or higher in the primary discipline or subfield in which s/he is teaching.	
■ Bachelor's degree and/or a minimum of 2,000 hours demonstrable work experience obtained via an	ſ





PART 2. EDUCATIONAL CREDENTIALS (Attach additional documentation as necessary)

A. College Degrees

List degrees from highest to lowest. Check \square if <u>original</u> transcript is on file in HR.

Original Transcript On File	Degree / Discipline	Institution	Yr. Completed

B. Graduate Credit Hours in Discipline

b. Graduate Credit Hours in Discipline			
Subject/Course Number & Title	Credit Hours	Institution	Yr. Completed
TOTAL GRADUATE HOURS			

C. Certificates or Licenses

Copy On File	Description	Agency	Number	Expiration





D. Other Qualifying Work or Tested Experience

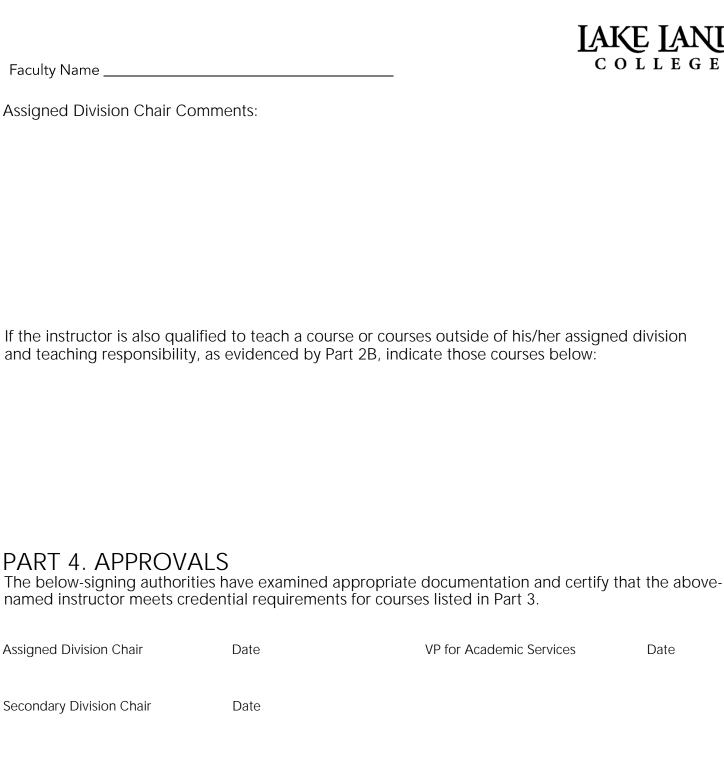
(Example: 2,000+ hours of work in the field, demonstrated in the form of a resume or verification letter from employer. Post-secondary teaching experience in the field may count for up to 50% toward those 2,000 hours. Attach additional documentation as necessary.)

PART 3. COURSES QUALIFIED TO TEACH

List any and all courses the instructor is qualified to teach within the instructor's ASSIGNED division and teaching responsibility. If an instructor is qualified to teach all courses within the same prefix, such a statement below is sufficient. Likewise, if an instructor is unable to teach a limited set of courses within a course prefix, such a statement below is also sufficient.

Attach additional pages as necessary. Courses listed are not a guarantee of course assignments.

Course Number	Course Title	Credit Hours



PART 5. PERSONNEL FILE VERIFICATION

All official transcripts and documentation are on file for the credentials listed under Part 2.

Personnel file documentation is incomplete, as indicated below: