

Reviewed and Approved by Academic Services On:

Date: _____ By: _____

Date: _____ By: _____

Date: _____ By: _____

Date: _____ By: _____

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

<i>Transfer Coursework Qualifying Criteria</i>	
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.	
<i>CTE Coursework Qualifying Criteria</i>	
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 occupational career related to the discipline or subfield in which s/he is teaching.	

Faculty Name _____

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

A. College Degrees

List degrees from highest to lowest. Check if **original** transcript is on file in HR.

Original Transcript On File	Degree / Discipline	Institution	Yr. Completed

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

Faculty Name _____

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

Faculty Name _____

Assigned Division Chair Comments:

If the instructor is also qualified to teach a course or courses outside of his/her assigned division and teaching responsibility, as evidenced by Part 2B, indicate those courses below:

PART 4. APPROVALS

The below-signing authorities have examined appropriate documentation and certify that the above-named instructor meets credential requirements for courses listed in Part 3.

Assigned Division Chair	Date	VP for Academic Services	Date
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Secondary Division Chair	Date
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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: