## Arkansas Tech University Faculty Qualification Verification Form

As an institution accredited by the Higher Learning Commission (HLC), ATU adheres to the HLC standards on roles and qualifications of faculty. The policy on Minimum Qualifications for Faculty sets forth the campus policy and process for demonstrating that instructors (all faculty and instructional academic staff) are appropriately qualified to teach courses for which students earn ATU credit. Departments and colleges at ATU can use this form to document the evaluation process used to verify the qualifications of instructors. This form must be used for all instructors except teaching assistants who are directly supervised by a qualified faculty or instructional academic staff. If the graduate assistant is the instructor of record for a course, this form must be completed in such cases.

A. Faculty Information	
Name:	
Department:	
Discipline/Curricular Are	ea of Instruction:
B. Appointment Status:	
Faculty Title:	
GA Title:	
C. Highest Level of Creder	ntial (Choose one. Attach relevant documents such as transcripts, CV,
etc.):	
Doctoral/terminal de	egree in discipline/curricular area or closely related area
	liscipline/curricular area or closely related area
Master's degree in a	ny area + 18 graduate credits or more in discipline/curricular area or closely
related area	
Baccalaureate degre	e
Associate degree	
Other (Specify:	)
<b>).</b> Verification of Qualification	ation based on Credentials or Alternative Qualifications:
Based on Credentials/	alternative qualifications, the instructor is qualified to teach at the
following level(s) in the o	curricular area/discipline:
Doctoral* Mast	ers* Baccalaureate Associate Technical Certificate
If the instructor is approv	ed to teach only specific courses in the program based on credentials, please
	we table empty if the instructor is qualified to teach all courses at the indicated
level.):	
Course prefix and numb	er Course Title
<u> </u>	

E.	Alternative qualifications: Choose all that apply. Describe briefly below and attach relevant				
	documents such as transcripts, CV, licensure/certification, etc. Attach additional pages if needed.				
	Note: if you have certified the individual to teach per credentials, the following section should not				
	need to be completed.				

Baccalaureate degree + 18 graduate credits or more in discipline/program area

Professional experience

\_\_\_\_ Clinical experience in the discipline

Demonstrated competence or fluency in a language other than English

Research experience/Scholarship

Licensure/certification/industry credential/other documentation of competence

## Approvals

	Name	Signature	Date
Department Head/			
Program Director:			
Dean or Associate			
Dean:			

VPAA/AVP/CAO:

A copy of this form should be maintained in both the Department and Academic Affairs' offices with supporting documentation.

\*Note: A separate application is required for faculty seeking Graduate Faculty status.