**University of Wisconsin-Milwaukee**

Instructor Qualifications Verification Form

As an institution accredited by the Higher Learning Commission (HLC), UWM adheres to the HLC standards on roles and qualifications of instructors. UWM Policy [S77](http://www4.uwm.edu/secu/docs/other/S_77_Mininum_Qu_ctors_FINAL.pdf) sets forth the campus policy and process for demonstrating that instructors (faculty and instructional academic staff) are appropriately qualified to teach courses for which students earn UWM credit. Departments, or equivalents, and schools/colleges at UWM can use this form or an equivalent one 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.

1. **Instructor Information:**

Name:       School/College:

Department:

Discipline/Curricular Area of Instruction:

1. **Appointment Status:**

[ ]  Faculty Title:

[ ]  Academic Staff Title:

1. **Highest level of credential (Choose one. Attach relevant documents such as transcripts, CV, etc.):**

[ ]  Doctoral/terminal degree in discipline/curricular area

[ ]  Master’s degree in discipline/curricular area

[ ]  Master’s degree in any area + 18 graduate credits or more in discipline/curricular area

[ ]  Other (Specify: ­­­­­­­­­­­     )

1. **Verification of qualification based on credential:**

Based on credentials, the instructor is qualified to teach at the following level(s) in the curricular area/discipline:

[ ]  Doctoral (G) [ ]  Masters (U/G) [ ]  Baccalaureate (U)

If the instructor is approved to teach only specific courses in the program based on credentials, please list the courses here. (Leave table empty if the instructor is qualified to teach all courses at the indicated level.):

|  |  |
| --- | --- |
| Course prefix and number | Course title |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

1. **Alternative qualifications: (Choose all that apply. Attach relevant documents such as transcripts, CV, etc.)**

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

[ ]  Masters degree + 18 additional graduate credits of more in discipline/program area

[ ]  Professional experience (Describe briefly below. Attach documents, if needed)

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| --- |
|       |

[ ]  Clinical experience in the discipline (Describe briefly below. Attach documents, if needed)

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|       |

[ ]  Research experience/Scholarship (Describe briefly below. Attach documents, if needed)

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| --- |
|       |

[ ]  Licensure/certification/other documentation of competence
(Describe briefly below. Attach documents, if needed)

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|       |

1. **Verification of qualification based on alternative qualifications:**

Based on Alternative Qualifications, the instructor is qualified to teach at the following level(s) in the curricular area/discipline:

[ ]  Doctoral (G) [ ]  Masters (U/G) [ ]  Baccalaureate (U)

If the instructor is approved to teach specific courses in the program based on Alternative Qualifications, please specify the courses here (Attach additional sheets, if needed):

|  |  |
| --- | --- |
|  Course prefix and number | Course title |
|       |       |
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1. **Approvals**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Name |  | Signature |  | Date |
| Chair/Program Director: |       |  |  |  |  |
| Dean or Associate Dean: |       |  |  |  |  |

A copy of this form should be maintained in the Department/Dean’s office and should be produced along with supporting documents in the event of an audit or accreditation review.