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 SAAP 7-10 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 member. If the graduate assistant is the instructor of record for a course, this form must be completed in such cases.

	Instructor Information:					
	Name:	School/College:				
	Department:					
Discipline/Curricular Area of Instruction:						
I.	Appointment Status:					
	Faculty	Title:				
	Academic Staff	Title:				
	Please co	omplete either section III or IV below (and then proceed to section V).				
II.	Highest level of crede	ential (Check only one. Attach relevant documents, such as transcripts, CV, etc.):				
Doctoral/terminal degree in discipline/curricular area						
	Master's degree in	n discipline/curricular area				
	Master's degree in any area + 18 graduate credits or more in discipline/curricular area					
	Other (Specify:					
	Additionally, please note UWM SAAP 7-10 states that instructors teaching in graduate programs should have a record of research, scholarship, or achievement appropriate for the graduate degree program.					
	Verification of qualifi	ication based on credential and record:				
	Based on credentials and record, the instructor is qualified to teach at the following level(s) in the curri area/discipline:					
		(G) Masters (U/G) Baccalaureate (U)				
	area/discipline: Doctoral If the instructor is	(G) Masters (U/G) Baccalaureate (U) approved to teach only specific courses in the program based on credentials, please list (Leave table empty if the instructor is qualified to teach all courses at the indicated level.)				

Daccalaureate degre	ee + 18 graduate credits or more in discipline/program area
Master's degree + 1	8 additional graduate credits or more in discipline/program area
Professional experie	ence (Describe briefly below. Attach documents, if needed.)
Clinical experience	in the discipline (Describe briefly below. Attach documents, if needed.)
Research experience	e/scholarship (Describe briefly below. Attach documents, if needed.)
documents if needed	ion/other documentation of competence (Describe briefly below. Attach d.)
documents if needed	d.)
documents if needed	n based on alternative qualifications:
documents if needed	d.)
documents if needed	n based on alternative qualifications:
documents if needed Verification of qualification Based on alternative qualification curricular area/discipline: Doctoral (G)	n based on alternative qualifications: ations, the instructor is qualified to teach at the following level(s) in the
documents if needed Verification of qualification Based on alternative qualification curricular area/discipline: Doctoral (G)	n based on alternative qualifications: ations, the instructor is qualified to teach at the following level(s) in the Masters (U/G) Baccalaureate (U) to teach only specific courses in the program based on credentials, please
documents if needed Verification of qualification Based on alternative qualification curricular area/discipline: Doctoral (G) If the instructor is approved to the courses here. (Leave table)	n based on alternative qualifications: ations, the instructor is qualified to teach at the following level(s) in the Masters (U/G) Baccalaureate (U) to teach only specific courses in the program based on credentials, please e empty if the instructor is qualified to teach all courses at the indicated I
documents if needed Verification of qualification Based on alternative qualification curricular area/discipline: Doctoral (G) If the instructor is approved to the courses here. (Leave table)	h based on alternative qualifications: ations, the instructor is qualified to teach at the following level(s) in the Masters (U/G) Baccalaureate (U) to teach only specific courses in the program based on credentials, please e empty if the instructor is qualified to teach all courses at the indicated

V. 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.