

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.

I. Instructor Information:

Name: _____ School/College: _____

Department: _____

Discipline/Curricular Area of Instruction: _____

II. Appointment Status:

Faculty Title: _____

Academic Staff Title: _____

Please complete either section III or IV below (and then proceed to section V).

III. Highest level of credential (Check only 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: _____)

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 qualification based on credential and record:

Based on credentials and record, 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

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.