

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 all instructors of record (including those with appointments as faculty, instructional academic staff, or high school teachers engaged in a dual enrollment program) are appropriately qualified to teach courses for which students earn UWM credit. Departments, or equivalents, and schools/colleges at UWM must use this form to document the evaluation process used to verify the qualifications of instructors. It is required for all instructors except graduate 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: _____

High School Teacher

Please complete either section III or section 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/program area

Master's degree in discipline/program area

Master's degree in any area + 18 graduate credits or more in discipline/program area

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.

VI. Approvals

Department Chair/Program Director:

Name

Signature

Date

Dean or Associate Dean:

Name

Signature

Date

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.