



Faculty Qualification – Tested Professional Experience Form

This form is intended to be used in conjunction with the Faculty Qualification Form when faculty/instructors are hired using tested professional experience.

Faculty/Instructor Name: _____

Date of Birth (DOB): _____

The faculty member/instructor has demonstrated substantial participation in national/international publications, professional engagement/consulting, or recognized national/international honors or awards that is equivalent to a master's degree in that it demonstrates sufficient depth and breadth of experience to prove the applicant has the skills and knowledge required to teach in this field.

Please attach evidence from the last seven years from the following categories:

- Publications in professional juried, edited, or refereed journals.
- Juried or refereed papers presented at professional meetings.
- Authored scholarly book or chapter
- Published curriculum materials through an established publishing company, recognized OER, or for an internal department with chair approval
- Professional consultation (with demonstration of number of hours)
- Concerts, lectures, recitals, professional readings and/or compositions
- Juried or invited exhibits at professional forums
- Funded scholarly grants or contracts
- Has edited or served on the editorial board of a refereed scholarly journal
- Juried white papers or position papers
- Leadership in a recognized discipline organization

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DOB: _____

Received honors or awards from a recognized discipline organization

By this signature, I verify that I have reviewed the hiring materials for this applicant and certify that they are sufficient to meet the requirements for hire as described in INST – 17.

Chair Name: _____

Chair Signature: _____ Date: _____

Dean Name: _____

Dean Signature: _____ Date: _____

An ad hoc committee must evaluate the tested professional experience of each applicant being considered under this process. That committee must be composed of the discipline chair, center academic dean, any full-time faculty within the discipline, a member of the advisory committee if CTE, and a recognized outside expert. The ad hoc committee will review the documentation provided and will give a written evaluation of the applicant's qualifications, specifically addressing the equivalency of the tested professional experience to the qualifications required for teaching in the discipline.

By this signature, I verify that the tested professional experience has been reviewed for this applicant and I certify that the experience is sufficient to meet the credential and occupational experience requirements of INST - 17.

Recognized Outside Expert (C.V. attached)

Name: _____

Signature: _____ Date: _____

Provost Name: _____

Provost Signature: _____ Date: _____