

FACULTY CREDENTIAL EVALUATION WORKSHEET

Name _____ Dept. _____

Graduate Hours (Min of 6.0 hours)

Teaching Experience (max 9 credits)

_____ Below high school

_____ High School

_____ Post-secondary

_____ Part-time Post-secondary

Directly Related Professional Experience (max 9 credits)

Certifications/Licensure (max 3 credits; except for CTE)

_____ Public School Teaching Certificate

_____ A.P. Certification

_____ Technical Certifications

_____ Other

Formal Professional Development (max 6 credits)

_____ Workshops, etc.

Publications, Presentations, Awards (max 6 credits)

_____ Peer Recognition, Professional Contribution, Professional Development

_____ Key office in professional association

_____ Presentations

_____ Publications

_____ Professional Awards

Other Factors (max 6 credits)

_____ Patents, Research, other professional contribution not listed above

_____ TOTAL CREDITS

Reviewer _____

Date _____

Dept. Chair _____

Date _____

FACULTY CREDENTIAL EVALUATION-Guidelines

- ▶ Graduate Hours-all non-CTE instructors must possess or work toward having at least 6-9 hours of master's level credits directly connected to teaching assignment
- ▶ Directly related Teaching Experience (max 9 credits)
 - Teaching Experience-must be directly related to teaching assignment
 - Post-secondary max of up to 9 credit hours counted at 3 cred per F-T year (if teaching full load of 15 credits per semester)
 - Below high school max of 3 credit hours, 1.5 credit per full-time year (except if Cowley teaching assignment is for teacher education; then limit to 6 max, 3.0 per year)
- ▶ Directly related Professional Experience (max 9 credits)
 - 3 credits for each unique or significantly different role of at least one year full time
- ▶ Certifications/Licensure (max 3 credits; for CTE, certifications adequate to meet requirements)
 - Public School Teaching Certificate - 1.0 credit for secondary cert in area (except for teacher education; then other areas allowed)
 - A.P. Certification - 1.0 credit for area
 - Technical Certifications - as required for teaching area (Associate's Degree also required)
 - Other, e.g., peer reviewer 1.0 each
- ▶ Formal Professional Development (max 6 credits)
 - Workshops, etc. - 15 hours= 1 credit; max 6 credits, must be directly related to teaching assignment
- ▶ Publications, Presentations, Awards (max of 6 hours)
 - Peer recognition, professional contribution, professional development
 - Key office in professional association - no more than 1 credit for each unique / at least 1 year- 3 credit max
 - Presentations - 0.25 to 0.5 for each unique to max of 3 credits
 - Publications - 0.5 to 1.0 for each, max of 3 credits
 - Professional awards - 0.5 - 1.0 credit - max of 3 credits
- ▶ Other factors (max 6 credits)
 - Patents, research, other professional contribution not listed above - 0.5-1.0 each

TESTED EXPERIENCE FACULTY CREDENTIAL EVALUATION-Guidelines for Technical and CEP

Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience includes a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.

HLC recognizes that many high school teachers possess tested experience beyond their years in the classroom that may account for content knowledge for the dual credit courses they may teach. These teachers may have gained relevant experience while working in other sectors or through professional development or other relevant experience that now informs their teaching. They may be active in professional organizations and learned societies through presentations and publications on topics relevant to the dual credit courses they may teach. In combination with other credentials and/or tested experience, they may be able to provide direct evidence of their students' achievement on college-level tests that reflects a level of teaching and learning akin to a college classroom.

- Graduate Hours—all non-CTE instructors must possess or work toward having at least 6-9 hours of graduate level credits directly connected to teaching assignment
- Directly related Professional Experience (max 9 credits)
 - 3 credits for each unique or significantly different role of at least one-year full time
- Certifications/Licensure (max 3 credits; for CTE, certifications adequate to meet requirements)
 - Public School Teaching Certificate – 1.0 credit for secondary cert in discipline area
 - A.P. Certification – 1.0 credit for area
 - Technical Certifications – as required for teaching area (Associate's Degree also required)
 - Other, e.g., peer reviewer 1.0 each
- Formal Professional Development (max 6 credits)
 - Workshops, etc. – 15 hours = 1 credit; max 6 credits, must be directly related to teaching assignment
- Publications, Presentations, Awards (max of 6 hours)
 - Peer recognition, professional contribution, professional development
 - Key office in professional association – no more than 1 credit for each unique / at least 1 year – 3 credit max
 - Presentations - 0.25 to 0.5 for each unique to max of 3 credits
 - Publications - 0.5 to 1.0 for each, max of 3 credits
 - Professional awards – 0.5 – 1.0 credit – max of 3 credits
- Other factors (max 6 credits)
 - Patents, research, other professional contribution not listed above - 0.5-1.0 each