

Northwestern Oklahoma State University

Faculty Qualifications Policy

Northwestern Oklahoma State University shares the Higher Learning Commission’s recognition that qualified faculty members are vital to a university’s ability to provide effective, high-quality academic programs. As articulated in the November 2023 HLC [Faculty Roles and Qualifications](#):

“The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof. The institution’s obligations in this regard extend to all instructors and all other entities to which it assigns the responsibility of instruction.”

In order to ensure that these requirements are met, Northwestern Oklahoma State University requires that candidates for employment as instructors of record be assessed using the instrument that follows.

PART I: APPLICANT INFORMATION			
Applicant’s Name:			
Employment Status (select one):	<input type="checkbox"/> Full Time	<input type="checkbox"/> Adjunct	<input type="checkbox"/> Admin/Staff
Academic Department/Division:			
Credentialed Discipline(s)	Primary Discipline:	_____	Grad. Hours: _____
	Secondary Discipline:	_____	Grad. Hours: _____
Likely Course Assignments:			
Teaching Level (select all that apply):	<input type="checkbox"/> Gen. Educ.	<input type="checkbox"/> UG Major/Minor	<input type="checkbox"/> Grad.

PART II: EDUCATION				
List highest degree held first, followed by other degrees in descending order.				
	Degree	Major Field	Institution	Year
1				
2				
3				
4				

A copy of the applicant’s academic transcripts should accompany this form.

PART III: VERIFICATION OF QUALIFICATIONS	
Select the appropriate box below.	
<input type="checkbox"/> A	Applicant holds a graduate degree in the appropriate field or subfield.
<input type="checkbox"/> B	Applicant holds a graduate degree in another field and has completed a minimum of 18 hours in the appropriate field or subfield.
<input type="checkbox"/> C*	Applicant does not hold a graduate degree or has not yet completed a minimum of 18 hours in the appropriate field or subfield, but is qualified through a combination of graduate work and relevant equivalent professional experience.
<input type="checkbox"/> D**	Applicant has not yet met the requirements to be qualified but has received approval for a plan to address deficiency in qualifications.

*In the absence of 18 hours of graduate credit in a relevant field or subfield, candidates’ relevant equivalent professional experience may be considered. Relevant equivalent experience may include, but is not limited to: professional certification, formal training not culminating in graduate credit, and professional experience. Other discipline-specific experiences should be considered as well. If option C is selected above, please

- use the rubric below to assess value and relevance of professional experience,
- include a curriculum vitae highlighting relevant experience, and
- attach copies of documents referenced in the justification, such as letters from employers, licensures, certifications, awards, and other documentation of demonstrated competencies and achievements.

PART IV: ASSESSMENT OF PROFESSIONAL EXPERIENCE			
Hrs. Met	Equivalency	Experience	Details
	3 hrs. per year	Applicant provides direct evidence of discipline-related work experience.	
	3 hrs.	Applicant has obtained discipline-related licensure or certification.	
	2 hrs. per occurrence	Applicant has demonstrated expertise in the discipline through presentations at state or national professional meetings, publications, and significant research activities.	
	1 hr. per occurrence	Applicant has received professional development in the discipline.	
	2 hrs. per occurrence	Applicant has been recognized publicly for discipline-related expertise or talent through awards and/or acclaim.	
		Total Equivalency =	
<u>Additional Observations and Support:</u>			

**If option D is selected above, please use the space below to provide details of the plan for addressing the deficiency in qualifications (ongoing coursework, future coursework, etc.). Relevant documentation of progress should be provided annually.

PART V: PLAN TO ADDRESS DEFICIENCIES

Signature of Chair: _____ Date: _____

Signature of Dean of Faculty: _____ Date: _____

Signature of VP for Academic Affairs: _____ Date: _____