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 March 2016 HLC official guidelines regarding faculty qualifications,

. . . faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching. If a faculty member holds a master’s degree or higher in a discipline other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline in which he or she is teaching. If an individual faculty member has not achieved 18 graduate credit hours in the discipline in which he or she teaches, the institution should be able to explain and justify its decision to assign the individual to the courses taught. These decisions should be supported by policy and procedure that are acceptable to the professional judgment of HLC peer reviewers.

In the absence of 18 hours of graduate credit in a relevant field or subfield, candidates’ equivalent 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. (Relevant professional experience will equal 6 hours per year based on specific work experience and will be evaluated and determined by the dean of faculty and vice president for academic afairs.)

In order to ensure that these requirements are met, Northwestern Oklahoma State University requires that candidates for employment as adjunct or full-time faculty members be assessed using the instrument that follows. This form should be completed by the department chair prior to an offer of employment.

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

Applicant:       Date:

Position:       Employment Status: Choose an item.

Education

Highest degree earned: Choose an item.

Degree in which 18-hour requirement is met: Choose an item.

Faculty Qualifications: Choose an item.

If option C is selected in “Faculty Qualifications” above, please give details of the applicant’s coursework and/or creditable experience. Refer to the NWOSU Faculty Qualifications Policy for information about creditable equivalent experience. If option D is selected, please give details of the plan for addressing the deficiency in qualifications (ongoing coursework, future coursework, etc.).

Click here to enter text.

Signature of Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

Signature of Dean of Faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.

Signature of VP for Academic Affairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click here to enter a date.