

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 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 division/department chair**

- **within six weeks of hire of any full-time faculty member, or**
- **before an offer of employment to an adjunct faculty member.**

Part I: Applicant Information				
Applicant's Name				
Employment Status (select one)	Full Time <input type="checkbox"/>	Adjunct <input type="checkbox"/>		
Academic Department/Division				
Credentialed Discipline(s)	Primary Discipline:		Grad. Hours:	
	Secondary Discipline:		Grad. Hours:	
Likely course assignments				
Teaching Level (select all that apply)	GE <input type="checkbox"/>	Undergrad Major Courses <input type="checkbox"/>	Graduate courses <input type="checkbox"/>	

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.**

<b>Part III: Verification of Qualifications</b>		
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 and has completed a minimum of 18 hours in the appropriate field or subfield.
<input type="checkbox"/>	*C.	Applicant does not have 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.

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

\*\*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**

[Empty space for writing the plan to address deficiencies]

Division/Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Faculty \_\_\_\_\_ Date: \_\_\_\_\_

VP for Academic Affairs \_\_\_\_\_ Date: \_\_\_\_\_