



Instructor Qualifications Review Form

When an instructor does not have a MS degree or another appropriate graduate degree in the subject area* per HLC, Department Chairs must document their process of review and subsequent approval. The Dean will review and forward to the Provost, who will forward to HR and add to the instructor’s personnel file, in keeping with [HLC](#) and [UWL Faculty Senate](#) Policy. Once this form is on file for an IAS, it need not be submitted at each time of hire.

Date

Chair signature and date

Department

Dean signature and date

Instructor name

Provost signature and date

Use the checkboxes below to indicate the instructor’s qualifications to teach within the department.

Master’s degree outside of the subject area

18 credits of graduate-level coursework in the subject area

If the instructor has a master’s degree outside of the subject area plus 18 credits of graduate-level coursework in the subject area, no additional information is required.

*** If the instructor does not have a master’s degree, or has a master’s degree outside of the subject area but lacks the 18 credits of graduate-level work in the subject area, please indicate which of the following the instructor possesses that supports their other credentials:**

- Graduate-level coursework in the subject area totaling less than 18 credits
- Post-baccalaureate certification or licensure applicable to the course being taught
- Career experience relevant to the subject area (e.g. teaching or practitioner experience)
- Research experience relevant to the subject area
- Leadership in curriculum development in the subject area
- Other types of educational leadership roles relevant to teaching in the subject area
- Presentations or publications relevant to teaching in the subject area
- Relevant professional development activities (e.g. conferences, workshops, trainings)
- “Tested Experience” for visual and performing arts (e.g. individualized music lessons) has been established following the CASSH guidelines, including a completed BA/BS
- Other

If needed, provide additional information after consulting with the Dean:

When completed, forward to hinfo@uwlax.edu. Note to HR: Please note this in HRS management of the employee’s degree attainment. Retain in the APPL portion of the employee’s p-file.