



Faculty Qualifications Assurance Form

This form must be completed for the hiring of all faculty (regular and adjunct) who teach courses are/or are involved with development of curricula.

Faculty Name: _____ Position Title: _____

Home Academic Unit: _____ G Number: _____

Faculty member will teach at the following course levels (check all that apply):

☐ Bachelor's ☐ Master's ☐ Doctoral

Faculty member will teach the following course(s) (include all expected or anticipated courses): A faculty member is qualified to teach independent study (X99) or special topics (X80) courses related to their qualifications as described in this form, however such courses are not indicated here.

Faculty member has the following Academic Credentials (indicate Yes or No for each item):

Y N

- ☐ ☐ Terminal degree related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activity
- ☐ ☐ Master's degree related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activity
- ☐ ☐ Bachelor's degree related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula
- ☐ ☐ Nationally-recognized credential (certification, license, etc.) related to the discipline or subfield of the discipline in which the person will teach and/or develop curricula and/or supervise scholarly activity

Provide a summary of the faculty member's academic credentials, and provide the rationale for how the credentials are relevant to the course(s) that will be taught and/or the scholarly activity that will be supervised. Attach additional information if space provided is not sufficient.

Faculty member has the following Tested Experience (indicate Yes or No for each item):

Y N

☐ ☐ Has _____ years of tested experience related to the content of the course(s) that will be taught and/or the scholarly activity that will be supervised. (Note: Tested experience is only to be counted as experience obtained post-degree completion.)

☐ ☐ Is recognized by peers for distinguished professional accomplishments, and is considered an expert in the content covered in the course(s) that will be taught and/or the scholarly activity that will be supervised.

Provide a detailed description of the person's tested experience including rationale for how the experience is relevant to the course(s) that will be taught and/or the scholarly activity that will be supervised (if applicable). Attach additional information if space provided is not sufficient.

I have verified that this candidate meets the GVSU Faculty Qualifications criteria based on the following reason:

- ☐ Academic credentials qualify the faculty member
- ☐ Academic credentials plus tested experience qualify the faculty member
- ☐ Not currently qualified but have an agreed-to plan to get qualified (please attach plan)

Faculty Name: _____

Faculty Signature: _____

Date: _____

Unit Head Name: _____

Unit Head Signature: _____

Date: _____

Appointing Officer Name: _____

Appointing Officer Signature: _____

Date: _____