Visiting/Per Course Faculty Qualifications
Undergraduate Programs
(Form to be completed by department chair)

Name of Applicant _____ Date _____

Department _____

Attach the applicant's CV or Resume.
The Office of Academic Affairs will contact the applicant for official transcripts.

List all courses in the department that the applicant would be qualified to teach.

Qualifications

What qualifies the applicant to teach the courses above? Please check one.

- ☐ Master's, doctoral, or other terminal degree in the discipline/subfield
- ☐ Master's degree in another discipline with at least 18 graduate credit hours in the discipline/subfield
- ☐ Master's degree in another discipline/subfield AND equivalent experience. **Must complete section below.**

Equivalent Experience

Complete this section only if "equivalent experience" was checked above.

The applicant has a master's degree in anther discipline/subfield AND at least one of the following (check all that apply).

- ☐ At least five years of equivalent experience relevant to defined course outcomes (attach documentation)
- ☐ Additional professional credentials AND at least two years of equivalent experience relevant to defined course outcomes (attach documentation)
- ☐ Record of research, scholarship, or professional achievement in the discipline/subfield (attach documentation)
- ☐ More than 50% of credit hours toward a master's degree in the discipline/subfield AND at least two years of equivalent experience relevant to defined course outcomes (attach documentation)
- ☐ Meets guidelines of:
    - Council f Accreditation of Education Preparation
    - Indiana Department of Elementary and Secondary Education
    - ABET

Department Chair _____