



## AA-108.2.D, Using Tested Experience as a Basis for Determining Minimally Qualified Faculty

### Introduction

In response to the Higher Learning Commission's (HLC) Faculty Qualifications Guidelines published in March 2016, Upper Iowa University adopts the following process for determining tested experience for faculty members who do not meet minimal academic credentialing qualifications. The purpose of the Faculty Credential Template is to ensure all students have access to subject-matter experts who can teach and communicate information specific to the discipline and learning outcomes of the course. Tested experience allows hiring faculty members who have a "breadth and depth of experience outside the classroom" specific to the discipline and course content the faculty member will be teaching.

### Equivalent Experience Criteria

Proposed Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_ School: \_\_\_\_\_

Course: \_\_\_\_\_

*Information should clearly establish that any faculty member meeting the criteria may be credentialed to teach a specific course in the discipline. **The sum total of the alternate criteria is assumed "equivalent" to the academic credentialing it would otherwise require for a faculty position.***

**Directions:** To be credentialed using the Tested Experience procedure, an individual must meet the Related Work Experience criteria AND criteria identified in a minimum of two of the remaining six categories. Place a check in the box indicating appropriate experience and attach the documentation to the application.

In extraordinary situations, a recommendation to hire may be based on considerations not captured by the standard criterion.

**Tested Experience Criteria**

**Related Work Experience:** At least five years of professional experience related to the discipline to be taught.

- Supervisor, administrator, or owner confirmation on agency letterhead.
- Human resources documentation provided by employer.
- References from clients (required if self-supervised or self-employed).

An application for a candidate **with less than five years' experience** may still be qualified. Please provide evidence below that he/she has ample experience to teach the course with limited professional experience.

**Indicate at least two criteria from the following categories:**

**I. License:** Current appropriate licensure(s) in the discipline:

- Copy of license, including expiration date and issuing agency.
- When hard copies of license are not available in hard copy, evidence has been verified online.

**II. Certification:** Current appropriate certification(s) in the discipline:

- Copy of certificates, including expiration date and issuing agency.
- When hard copies of certificates are not available in hard copy, evidence has been verified online.

**III. Honors and Awards within the last five years:** One state, national, or international non-teaching honor or award related to the appropriate discipline within the last five years:

Copy of award or honor with date and awarding agency or institution, and if necessary, an explanation.

**IV. Continuous Documented Excellence in Teaching within the last five years:** Examples may include (a) teaching award (K-12/university/state/national) , (b) above-average teaching evaluations, (c) peer reviews from an institution of higher education for a two-year period, (d) documented demand for providing master classes in the performing arts at educational institutions, (e) conducting professional training or (f) documented demand for public speaking (e.g., invited lecturer, keynote speaker):

Copy of teaching award with date and awarding agency or institution.

Copy of evaluation/peer reviews or supervisor's summative reporting of evaluation/review scores.

Teaching evaluations.

Demand: portfolio of requests, contracts, or other appropriate documentation.

CV Listing of public speaking engagements.

**V. Publications, Presented Papers, and Visual and Performing Arts Activities in the last five years:** A record of peer-reviewed, refereed or invited publications, presented papers, exhibitions, author or co-author of textbooks, performances or other creative activities at the state, national, or international level equivalent to a probationary track faculty member:

Publications: full citation in CV.

Presented Papers: full citation in CV.

Visual and Performing Arts: Copy of published catalog, program, and/or critical review.

**VI. Other Demonstrated Competencies and Achievements Contributing to Effective Teaching and Student Learning Outcomes in the last five years:** Honorary degree(s) based upon substantial accomplishments within the appropriate discipline; continued professional education (CPE) in the discipline; PI or Co-PI for funded external grants; supervision of graduate-student research or project-based activity; industry engagement related to the discipline (e.g., consulting, training, audit, external reviews):

Copy of honorary degree/awarding letter or institutional documentation.

Authorship: full citation in CV and title/author page or table of contents.

Continued Professional Education: CV listing of conferences/workshops attended; transcripts of academic coursework beyond qualifying degree.

Grants: Official notification of award.

Supervision of Graduate Student Research/Projects: Letters of agreement, letters of reference, contracts or other appropriate documentation.

Industry Engagement: Letters of agreement or acknowledgment; copy of contracts, or other appropriate documentation.

**Other Considerations:**

In certain circumstances, the individual may have unique experience and expertise in their discipline not supported by the above procedure. Strong evidence is required to support that the individual has the required experience and expertise to serve as the instructor of record for the proposed course. Please describe the experiences of the applicant and how they will support the delivery of the course learning outcomes. Qualifications described in the narrative must be accompanied by documentation. Please provide the evidence below.

Approve

Deny

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Dean

\_\_\_\_\_  
Date