



Faculty Minimum Qualification Audit Form

Instructor:	_____	Location:	_____
Discipline:	_____		
Degree Conferred:	_____	Major:	_____
Degree Conferred:	_____	Major:	_____
Degree Conferred:	_____	Major:	_____

EDU 250 – Teaching and Learning in the Community College or equivalent must be completed within two years of date of hire.

Minimum Requirements for Academic or Occupational Areas

The Academic Teaching Fields require the following from an accredited college or university:

- _____ **A Masters degree in the teaching field, or**
- _____ **A Master’s degree in any teaching field with 18 graduate semester hours in the teaching field.**
*Number of Graduate Credits earned in discipline teaching (Level 500+) _____
- _____ **A Master’s degree in any teaching field with 24 upper division and/or graduate hours in the teaching field.**
*Number of Graduate Credits earned in discipline teaching (Level 500+) _____
*Number of Upper Division Credits earned in discipline teaching (300-499) _____
Total Upper Division and Graduate Credits earned _____

*Graduate Credits are generally 500 level courses and above. Upper Division Credits are typically 300-499 level courses. but may vary by institution. Refer to the back of the official transcript to determine what constitutes Graduate or Upper Division Credits.

Alternative Minimum Requirements for Occupational Areas

The Occupational Teaching Fields require the following from an accredited college or university:

- _____ **A Bachelor’s degree plus 3 years work experience in the field to be taught, or**
- _____ **An Associate’s degree or 64 semester hours and 5 years work experience in the field to be taught, or**
- _____ **5 years Work Experience in the field to be taught.**

By signing below, you are acknowledging that you have audited the current adjunct faculty credentials and the instructor meets the minimum qualifications to instruct the courses listed on, and have attached the sufficient supporting documentation to, this form.

Print Name/Sign (Division Chair/Occupational Program Director)

Date