

Faculty Application for Documenting Graduate Training or Work Experience to Fulfill Credential Standards to Teach Developmental Courses

Part I	To be completed by 8YdUfha YbhChair.	
Name	Colleague ID#	Teaching Discipline
<p>This form is to be completed when seeking approval for past teaching experience, past graduate training or future graduate training needed to meet the standards set in the <i>Guidelines and Standards for Documentation of Faculty Credentials</i>.</p> <p>*****Support documentation must be attached.*****</p> <p>NOTE: In addition to proper academic preparation, faculty teaching developmental courses must have either teaching experience in a related discipline OR graduate training in developmental education. Please check the appropriate boxes below to identify qualifying criteria.</p>		
Teaching Experience in a Related Discipline (Support documentation must be attached.)		
1 year teaching the discipline named above at a middle or secondary school		Note: See Guidelines for Required Documentation
30 semester credit hours teaching developmental students in a college setting		
Previous Graduate Training in Developmental Education (Support documentation must be attached.)		
<p>Six graduate level hours in how to teach middle or secondary school level students or adult learners who are under prepared for college coursework, which must be one of the following combinations</p> <p>3 graduate credit hours in general and 3 hours in above discipline: Specify course name and number: OR</p> <p>6 graduate credit hours in the above named discipline: Specify course name and number:</p>		
(Support documentation must be attached.)		
<p>100 professional development hours focused on how to teach the above named discipline to under prepared adult learners</p> <p>Combination of the above</p> <p>3 graduate level hours (as described above): Specify course name and number: AND</p> <p>50 hours professional development (as described above)</p>		
Future Graduate Training in Developmental Education (Support documentation must be attached.)		
Graduate Level Coursework- (Number of hours, course name and number, brief description)		
Professional development- (Brief explanation of activity, hours to be earned, and provider information)		
Part II	To be completed by Department Chair and approved by Dean.*	
<p>I have reviewed the faculty member's supporting documentation and certify that the past and/or future work to be attempted is relevant to the faculty member's particular discipline and area of employment.</p> <p>Department Chair _____ Date _____</p> <p>Dean _____ Date _____</p> <p><small>*A non-approved application will be returned to the faculty member with a full explanation for the action.</small></p>		
Part III	To be completed by the Provost/Vice President for Academic Affairs.	
<p>In keeping with the Guidelines and Standard for Documentation of Faculty Credentials, approval is granted for the faculty member to count the above years of teaching experience or the past or future graduate level training or professional development as fulfilling the standards needed to teach developmental education courses.</p> <p>Provost/Vice President for Academic Affairs _____ Date _____</p>		

Original: Faculty Credentials Copy: Dean, Department Chair