**Faculty Qualifications Certification**

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| --- | --- |
| **Name** |       |
| **Department/Program** |       |
| **Proposed Start Term** |       |

Having reviewed the faculty member’s credentials, we have found him/her to be qualified to teach in the department/program based on the following criteria that are consistent with Carthage’s Faculty Qualifications Policy:

[ ]  Master’s degree or higher in the discipline to be taught

[ ]  Master’s degree in another discipline and a minimum of 18 graduate credits of coursework in the discipline to be taught

[ ]  Tested professional experience that meets the minimum threshold for a Master’s degree in the discipline as defined by formal faculty action. If using this method to establish qualifications, please briefly describe the tested experience that meet the department’s definition in the box below.

If the faculty member will be teaching graduate courses, please certify his/her qualifications that are consistent with the criteria defined in Carthage’s Faculty Qualifications Policy on the next page.

**Graduate Faculty Qualifications Certification**

Having reviewed the faculty member’s credentials, we have found him/her to be qualified to teach at the graduate level in the department/program based on the following criteria that are consistent with Carthage’s Faculty Qualifications Policy:

[ ]  Terminal degree in the discipline to be taught

[ ]  Tested professional experience that meets the minimum threshold for a terminal degree in the discipline as defined by formal faculty action. If using this method to establish qualifications, please briefly describe the tested experience that meet the department’s definition below.

**Required Signatures**

Department/Program Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_