

THE UNIVERSITY OF TENNESSEE AT MARTIN
 Faculty Qualifications Report: Compliance Based on
 “Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline”

Date Submitted _____

Name of Faculty Member: _____ Full-time _____ Part-Time _____
 Discipline for which request is being made: _____

APPROVED: Chair _____
 Dean _____
 Vice Chancellor _____
 Initial _____ Date _____

Instructions:

1. In the space below, provide the information requested for each faculty member to be employed or currently employed who has not completed 18 hours of course work on the graduate level for the discipline requested but whose credentials indicate “outstanding professional experience and demonstrated contribution to the teaching discipline” in lieu of formal academic preparation.
2. A separate form should be completed for each faculty. If a faculty member is teaching in two or more disciplines, please list these disciplines separately with supporting documentation listed separately.
3. This form must be completed for all faculty, both full-time and part-time, on-campus and off-campus who: a) have not completed 18 hours of course work on the graduate level for the discipline being taught; b) are teaching physical activity classes and do not hold a bachelor degree; c) are teaching remedial courses without appropriate credentials, or d) are graduate faculty who do not have a terminal degree.
4. FACULTY BEING CONSIDERED FOR TEACHING WHO FALL UNDER a, b, or c above, BUT HAVE OUTSTANDING PROFESSIONAL EXPERIENCE AND DEMONSTRATED CONTRIBUTIONS TO THE TEACHING DISCIPLINE, MUST BE APPROVED (IN ADVANCE OF BEING ASSIGNED COURSES) BY THE DEPARTMENT CHAIR, DEAN AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS. (This form must be submitted with a letter requesting approval.)
5. Even though exceptions are approved on a case-by-case basis and outstanding professional experience and demonstrated contributions vary by discipline, the justification must show substantial professional development hours in lieu of formal education.

Teaching Responsibilities: List the catalog title and number of all courses to be taught by individual.	Formal Academic Preparation	“Outstanding Professional Experience and Demonstrated Contributions to the Teaching Discipline” in lieu of formal academic preparation for the discipline listed. <i>Only list items directly related to the discipline for which request is being made.</i>
	Most Advanced Degree: _____ Discipline of Degree: _____ Institution Awarding Degree: _____ Graduate Semester hours in teaching field for which request is being made: _____	Professional Development (include in listing titles of workshops, conferences, sessions, etc. and number of hours): Publications (include Title, Date Published and Journal or Publication): Presentations (include Title, date and where presentation was made): Other professional experience (give detailed list of responsibilities for specific jobs; include certifications, etc.):

*Note: Chart can be extended to be multiple pages.