

# IUPUI School of Science Instructor Qualifications Documented By "Tested Experience"

Approved by School of Science Chairs' Council: August 29<sup>th</sup>, 2017  
Approved by School of Science Faculty Steering Committee: September 1, 2017

For a prospective instructor/faculty member who **neither**

- holds a terminal degree, or a degree at least one level above that of the program (undergraduate or graduate) in which they are teaching, in a discipline or subfield (or one that is closely related) to what they will be teaching.

**NOR**

- has completed at least 18 hours in a discipline or subfield (or one that is closely related) at least one level above that of the courses they will be teaching,

Chairs and Directors can show that an instructor/faculty member is qualified based on **tested experience**. Tested experience is defined as *including a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member would be teaching.*

Tested experience as basis for determining minimum qualifications for teaching specific courses is evaluated as follows:

- Prior to initial appointment, instructor provides documented evidence of achievement to the chair/director, which may include:
  - Certifications and/or other credentials;
  - Specific specialized skills; or
  - "Experiences that would meet tested experience requirements for specific disciplines and programs," such as professional positions held in area of teaching.
- An instructor with a B.S. must have 5 years of relevant experience or an instructor with a M.S. must have 3 years of experience.
- Evidence is reviewed by both the chair and the Dean's Office, with the Dean's Office giving final approval.

Instructor Name: \_\_\_\_\_

Term/Year of Initial Appointment: \_\_\_\_\_

Chair/Director: \_\_\_\_\_

Dept/Program: \_\_\_\_\_

Course (1): \_\_\_\_\_

Course (2): \_\_\_\_\_

Course (3): \_\_\_\_\_

Course (4): \_\_\_\_\_

## DOCUMENTATION OF TESTED EXPERIENCE

Title(s) or position(s) in occupation/profession: \_\_\_\_\_

Years of professional (*tested*) experience in discipline or sub-field of courses to be taught: \_

Description of "skill sets, types of certifications or additional credentials, and experiences that would meet tested experience requirements for specific disciplines and programs" INCLUDING statement of how these give the instructor the expertise necessary to teach students in that discipline. A C.V. should be attached.

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Approved By:

Dean/Associate Dean: \_\_\_\_\_

Date: \_\_\_\_\_

## Notes

- It is expected that this policy will be needed only on rare occasions and that as a default standard, instructors will have earned a terminal degree, or a degree at least one level higher, than the degree for which the course to be taught can be counted.
- This policy does not apply to teaching assistants or lab instructors who are under the supervision of an overall instructor who does have the appropriate qualifications.
- Our thanks to our colleagues in the IUPUI School of Liberal Arts for sharing their policy - this policy is largely modeled on theirs. The University of Wisconsin-Madison policy also served as a useful reference (<https://kb.wisc.edu/vesta/minimum-qualifications>).