Faculty Evaluation Form for “Equivalent Experience”

Department Name:

Faculty Member Being Evaluated:

Course(s) Assigned:

Individual Completing Evaluation:

Date of Evaluation:

Area 1—Academic Degree(s)—emphasis on GPA
  ___ Degree in discipline of teaching assignment (25-point max)
  ___ Degree not in discipline of teaching assignment (10-point max)

Area 2—Additional Coursework—emphasis on GPA and total number of hours
  ___ Additional coursework above level of teaching assignment and in discipline (20-point max)
  ___ Additional coursework above level of teaching assignment but not in discipline (10-point max)

Area 3—Teaching Experience—emphasis on number of years
  ___ In discipline of teaching assignment (20-point max; 5 points per year)
  ___ Not in discipline of teaching assignment (10-point max; 5 points per year)

Area 4—Work-Related Experience—emphasis on number of years and relevance to teaching assignment
  ___ Directly related to teaching assignment (25-point max; 5 points per year)
  ___ Somewhat related to teaching assignment (10-point max; 5 points per year)

Area 5—Certifications and/or Licensures—emphasis on those most relevant to teaching assignment
  ___ Directly related to teaching assignment (20-point max; 5 points per certification/licensure)
  ___ Somewhat related to teaching assignment (10-point max; 5 points per certification/licensure)

Area 6—Other Experiences—emphasis on contribution to developing knowledge and expertise in discipline
  ___ Directly related to teaching assignment (15-point max; briefly describe below)
  ___ Somewhat related to teaching assignment (5-point max; briefly describe below)

Total Score = ______  Total Score must be at least 50 points for individual to meet equivalent experience requirement (an exception may be granted if recommended by the department chair/unit director and approved by the Dean of Instruction).

Department Chair/Unit Director ________________________________________  Executive Dean of Academic Affairs ______________________________________

Please note that an individual that does not meet the one-degree-above expectation of HLC must be evaluated prior to being employed. A completed evaluation form, a copy of all college/university transcripts, and an up-to-date CV must be on file for all faculty that do not meet the one-degree-above expectation.