

## Faculty Evaluation Form for “Equivalent Experience”

Department Name:

Faculty Member Being Evaluated:

Course(s) Assigned:

Individual Completing Evaluation:

Date of Evaluation:

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**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 Vice President of Academic Affairs).

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Department Chair/Unit Director

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Vice President 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.*