CERTIFICATION OF QUALIFICATIONS OF PART-TIME LECTURER

Last _____ First _____ Middle _____

Highest Degree Earned _____ Field _____

School _____ Year Degree Awarded: _____

The above-named lecturer is being employed by the College of Arts & Sciences to teach courses in: _____. See the attached copy of the form Terms of Employment and Assignment for Part-time Instructional Personnel (Revised 4/21/86) for details concerning terms of employment..

A current copy of this lecturer's *curriculum vita* and an official transcript describing course work taken for the highest earned degree (and attesting to the fact that the degree was conferred) has been provided to the Arts & Sciences Dean's office. My analysis of these credentials allows me to certify that the lecturer meets the minimum requirements for educational preparation in the discipline to be taught, and meets the minimum professional, experiential and scholarly preparation comparable to that of instructional faculty teaching in that discipline. The Lecturer:

☐ holds a terminal degree from an accredited institution in the field.

☐ holds a master's degree from an accredited institution or is enrolled in an advanced degree program and has successfully completed 18 or more graduate semester credits (or 27 graduate quarter credits, or the equivalent) in the field. His/her teaching or professional experience, or specific graduate course work qualifies him/her to teach the assigned course(s).

☐ holds another appropriate terminal or advanced degree from an accredited institution (such as a PhD, EdD, MFA), and has successfully completed 18 or more graduate semester credits (or 27 quarter credits, or the equivalent) in the field. His/her teaching or professional experience or specific graduate course work qualifies him/her to teach the assigned course(s).

☐ does not hold an advanced degree, nor has successfully completed 18 graduate semester credits (or 27 quarter credits, or the equivalent) in the field, but does possess other training or experience which clearly qualifies the lecturer to teach the assigned courses. **A statement describing the lecturer's other training or experience is attached, and documentation supporting this statement has been provided to the Arts & Sciences Dean's office.**

☐ holds an F1 Visa

☐ is clearly proficient in oral communication in the language in which the courses are taught.

_____ _____
Signature of the Chair Date

_____ _____
Signature of Dean (or Delegate) Date

Attachment: Completed and signed Terms of Employment and Assignment for Part-Time Instructional Personnel form.

SEND THIS FORM AND ATTACHMENT(S) TO THE OFFICE OF THE ASSOCIATE DEAN FOR PERSONNEL.
Revised 6/2/02