CERTIFICATION OF QUALIFICATIONS FOR PART-TIME LECTURER

_____ _____ _____
Last Name First Name Middle Name

_____ _____
Highest Degree Field

_____ _____
School Year Degree Awarded

The above-named lecturer is being employed by _____ to teach
(Academic / Enrollment Unit)

courses in _____(Department or Field)

A current copy of this Lecturer's curriculum vitae and an official transcript describing course work taken for the highest earned degree (and attesting to the fact that the degree was conferred) are on file in my office. My analysis of these credentials allows me to certify that the Lecturer meets the minimum requirements for educational preparation as stated in the University of Louisville's Guidelines for Contracting with Lecturers, Adjunct Faculty, and Clinical Faculty for Instructional Services. The Lecturer (choose only one):

- ○ Holds a master's degree in the field from an accredited institution and has successfully taken 18 graduate credit hours in the teaching field.

- ○ Holds another appropriate terminal or advanced degree from an accredited institution and has successfully taken 18 graduate credit hours in the teaching field.

- ○ Holds a bachelor's degree in the teaching area and either classroom experience in the area or other qualifications.
  Must specify: _____

- ○ Does not hold a master's degree or has not successfully taken 18 graduate credit hours in the teaching field, or both, 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 below and documentation supporting this statement is on file in my office.

  Other education or qualifications that support the hiring decision; please specify: _____

  _____

  _____

- ○ Is clearly proficient in oral communication in the language in which the course(s) is being taught. (Applicable to foreign language courses only)

_____ _____
Signature of Dean (or Delegate) Date

THIS FORM IS TO BE KEPT ON FILE IN THE UNIT WITH THE TRANSCRIPT OF THE PART-TIME LECTURER

Rev. July 2016