**Instructor Credentials Form - Example**

This form is to be used to document instructor credentials and identify and evaluate the “tested experience” of instructors who do not meet the minimum academic credential for qualified instructors per [**Kent State policy 3.02**](https://www.kent.edu/policyreg/university-policy-instructors-courses-carrying-academic-credit) to teach the assigned course(s) in the specified academic unit. **Results of this evaluation cannot be used to override existing unit handbooks or the requirements of specialized/professional accreditors (if applicable)**. Attach transcripts, resume/CV and documentation for all experience used to meet this requirement.

|  |  |  |
| --- | --- | --- |
| **Unit:** | **Degree Level of Course(s) to be taught:** | **Teaching discipline of Course(s) to be taught:** |
|  |  |  |

Instructor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the candidate a graduate teaching assistant? YES NO

|  |  |
| --- | --- |
| **Degree (highest first)** | **Discipline/Major of degree** |
|  |  |
|  |  |
|  |  |

Does the candidate meet the credentialing requirements below to teach the course(s)? YES NO

(if NO, complete and attach unit’s “Tested Experience” rubric)

