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Instructor Qualifications Approval Process

**Academic Unit:**

1. In which college is your academic unit?
2. Please list person(s) responsible for review and approval for all teaching level appointments (undergraduate, graduate, professional or doctoral).
3. Please provide a narrative of how your unit reviews instructor credentials at the time of teaching appointment or hire.
4. If candidates do not meet the minimum degree requirements in Kent State policy 3.02, describe the process for reviewing qualified instructors based on “tested experience.”
5. Please describe any requirements from specialized/professional accreditors regarding instructor qualifications in your unit (if applicable).

**Next step:**

Please attach a blank, finalized copy of the unit's **Instructor Credentials Form** AND the **Tested Experience Rubric** (or other documentation) as a single combined PDF with the academic unit included in the name of the file**.**