

## Roster of Instructional Staff Guidelines for Reporting Qualifications of Full-Time and Part-Time Faculty

**Name of Institution**

**Name of Academic Area, Discipline, Department/School**

**Academic Term(s) Included**

**Date Form Completed**

**Instructions:** Please provide information for all full-time and part-time faculty teaching credit courses during the time period requested by Commission staff. Full-time faculty members are defined as those whose major employment is with the institution; whose primary assignments are in teaching and/or research; and whose employment is based on a contract for full-time employees. Faculty should be grouped by departments or disciplines (do not group by broad areas such as social sciences or humanities). For a faculty member with teaching assignments in more than one department or discipline, list the faculty member in every department or discipline in which he/she teaches. **Column One.** Provide the name of the faculty member and indicate full or part time status. **Column Two.** List from the catalog the course prefix, course number, and course title of all credit courses taught. If appropriate for establishing the relationship between the course and the faculty member's qualifications, provide the course description as well. If the institution offers graduate courses, indicate whether the course is undergraduate (**U**) or graduate (**G**). Associate degree granting institutions offering terminal degree programs should indicate whether the courses are Transfer (**T**) or Non-Transfer (**N**). **Column Three.** List each academic degree earned by the faculty member and indicate the discipline (concentration or major) of each degree; the institution which awarded the degree; and the total number of graduate semester hours earned in each discipline in which courses have been (or will be) taught. **Column Four.** Specify qualifications such as diplomas or certificates earned (with field indicated), related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, and other demonstrated competencies and achievements (such as publications or papers presented) that contribute to effective teaching and student learning outcomes. Make clear the relationship between these qualifications and the content of the courses assigned to the faculty member.

1	2	3	4
Name	Courses Taught	Academic Degrees Earned	Other Qualifications