**NC State University**

**Alternative Credentials for Instructors**

**Justification and Approval**

This form may be used to comply with REG 05.20.40 and the related Standard Operating Procedure, “Justifying, Approving, and Documenting Instructor Qualifications.”

If an instructor does not have academic credentials appropriate for the discipline and level of a course he or she is teaching, the instructor must be qualified through alternative credentials – professional experience and/or demonstrated competency – appropriate to the content and level of each course taught. The department head, or program director for interdisciplinary programs outside of a department, should provide the following information for review by the dean or dean’s designee.

**Justification**

1. Department
2. Name of instructor
3. Course prefix and name
4. Description of the course
5. Summary of instructor’s experience that qualifies him/her to deliver the course content at the appropriate level of instruction. *As appropriate, describe related undergraduate and graduate degrees, related work experiences in the field, scholarly publications and presented papers, professional licensure or certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and students’ mastery of learning outcomes identified for the course.*

**Approval**

Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

Dean or designee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature) (date)

Associate Vice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost for Academic (signature) (date)

Personnel and Policy

Reminder: For all graduate courses, the department head or program director should present credentials to the Graduate School.

**Supporting Documentation**

Scan and send to HR (address) this signed form and retain the original in the department personnel file.

Maintain in the department personnel file documentation of the alternative credentials, which may include any of the following.

1. Transcripts, in addition to the highest degree, showing relevant degree or coursework
2. Evidence of relevant work or professional experience, e.g., verification of employment, letters of reference
3. Licensure and certifications
4. List of scholarly publications and presented papers
5. Evidence of continuous documented excellence in teaching
6. Honors and awards
7. Other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes