

# INSTRUCTIONS FOR PREPARING THE FACULTY QUALIFICATIONS REPORT

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## MINIMAL QUALIFICATIONS OF FACULTY:

- To teach **undergraduate** courses, UT Martin expects a faculty member to have a minimum of either a Master's Degree in the discipline OR a Master's Degree in a related discipline with at least 18 graduate semester hours in the discipline. Individual disciplines or departments may have additional expectations.
- To teach **graduate or post-baccalaureate** courses, UT Martin expects a faculty member to have an earned doctorate or terminal degree in the discipline or in a related discipline.
- **Graduate teaching assistants** are expected to have at least 18 graduate semester hours in the discipline AND must meet the following conditions once appointed to teach:
  - Direct supervision by a faculty member experienced in the teaching discipline.
  - Participation in regular in-service training.
  - Planned and periodic evaluations.

In some cases, faculty members who do not meet these minimal qualifications may be allowed to teach courses based on other qualifications or credentials. In particular, the Faculty Qualifications Report (FQR) must be completed for all faculty, both full-time and part-time, on-campus and off-campus who: a) have not completed 18 semester hours of course work on the graduate level for the discipline being taught; b) are teaching physical activity classes and do not hold a bachelor degree; or c) are graduate faculty who do not have a terminal degree. **Faculty requiring an FQR may not begin teaching a course until the FQR has been submitted and approved by the department chair, dean, and vice chancellor for academic affairs.** The department must submit one form per faculty member for which the department is seeking an exception. FQRs are approved on a case-by-case basis.

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## TO COMPLETE THE FQR:

1. Complete the section titled "Faculty Member Information."
2. List the "Teaching Responsibilities" of the faculty member. Specifically list EACH course (discipline, course number, AND title) the faculty member is expected to teach. DO NOT simply indicate that the faculty member is being approved to teach all courses in a particular discipline or program.
3. To complete the "Additional Qualifications" section, provide a summary of the faculty member's experiences that will contribute to the faculty member's ability to effectively teach the course(s) in question. Dates related to each qualification are needed to determine currency of information. Additional Qualifications may include, but are not limited to:
  - additional degrees in the same or a related discipline;
  - graduate coursework or other professional training related to the course(s) in question;
  - current external certifications or licensures;

- an extensive publication and/or presentation record in the discipline;
- extensive training from workshops or conferences the faculty member has attended;
- other professional experience.

In some cases, it may be beneficial for the department to provide a table listing the course student learning outcomes alongside specific credentials or experiences the faculty member may have.

*A completed FQR consists of this form, a copy of the faculty member's current vita, copies of the faculty member's transcripts (unofficial copies are acceptable), and copies of any other documentation (current licenses or certifications, etc.) that supports the faculty member's qualifications for teaching the course(s) listed.*

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**EXAMPLE:**

Professor W. E. Koyote has a Ph.D. in Cartoon Physics from Acme University, but he would like to teach a culinary course on the preparation and presentation of wild game bird dishes.

**FACULTY MEMBER INFORMATION:**

Name: W. E. Koyote Full-time X Part-time \_\_\_\_\_  
 Most Advanced Degree: Ph.D. Discipline: Cartoon Physics  
 Institution Awarding Degree: Acme University Year Awarded: 1954  
 Number of graduate semester hours in teaching field for which request is being made: 6

**REQUESTED TEACHING RESPONSIBILITIES:**

Discipline	Number	Title
CUL	497	Exotic Dishes Using Desert Game Birds

**JUSTIFICATION OF FACULTY MEMBER'S QUALIFICATIONS TO TEACH REQUESTED TEACHING RESPONSIBILITIES:**

COURSE DISCIPLINE AND NUMBER	JUSTIFICATION
CUL 497	<p><i>SLO 1: Students will identify and capture edible desert game birds.</i></p> <p><i>Justification: Professor Koyote has a B.S. in Ornithology (1948) and has conducted extensive research on desert game birds, including the following:</i></p> <p><i>Publications:</i></p>

	<ul style="list-style-type: none"> <li>• Koyote, W. E., “Comparison of Bird Seed Mixes to Attract Road Runners,” (chapter) in Jones, C., and Dunn, J. W., <i>Everything You Always Wanted to Know About Road Runners (But Were Afraid to Ask)</i>, 1979</li> <li>• Koyote, W. E., and Runner, R., “Dangerous Fowl: When the Hunted Becomes the Protagonist,” <i>Arizona Journal of Audacious Ornithology</i>, 2002</li> </ul> <p>Presentation:</p> <ul style="list-style-type: none"> <li>• “A Comparison of the Acme Super Outfit with the Acme Batman Outfit in Trapping Vicious Birds,” <i>Reckless Bird Watcher Society</i>, Reckless, OR, September 9, 2012</li> </ul> <p><i>SLO 2: Students will prepare delicious meals using desert game birds as the main course.</i></p> <p><i>Justification:</i> Professor Koyote has 6 graduate semester hours in culinary coursework related to desert game birds:</p> <ul style="list-style-type: none"> <li>• COOK 640: Roasting Desert Fauna to Perfection (3) (completed in 1949)</li> <li>• COOK 730: Preparation of Exotic Sauces to Accompany Roasted Desert Fauna (3) (completed in 1949)</li> </ul> <p>In addition, Professor Koyote has received one grant to support his culinary endeavors:</p> <ul style="list-style-type: none"> <li>• “Slightly Crispy Desert Delicacies,” Martha Stuart Foundation for Diverse Uses of Jet Fuel in Home Cooking, Summer 2015, \$20,000 (\$8,000 for jet fuel, \$12,000 for first aid)</li> </ul> <p>and has published a cookbook related to the topics in this course:</p> <ul style="list-style-type: none"> <li>• Koyote, W. E., <i>Slightly Crispy Desert Delicacies</i> (Cookbook), Martha Stuart Publishing, 2015 (ISBN: SNF-SNF-YUM).</li> </ul> <p>Finally, Professor Koyote has certification in desert meal preparation from the Arizona Petroliana Savory Cooking Association (APSCA) (expires 2025).</p>
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*\*Professor Koyote’s vita and copies of his transcripts would be attached to this form.*