This *Academic Program Credentialing Form* is designed for use by academic units to identify the necessary faculty credentials to teach or guide graduate/professional work. Credentials are associated with that unit’s academic programs, including majors and minors, master’s, and doctoral programs. A single form may be used to identify expected faculty credentials for multiple programs or alternatively, an academic unit may choose to complete multiple credentialing forms when expected faculty credentials differ across their academic programs.

**Academic Unit: After completing this form, please print it and take it to the dean’s office in your college or school for processing**

**College office: Please obtain the necessary signature and scan to Image Now**.

Questions about this form or the credentialing process may be directed to Dr. Gary Meyer in the Office of Faculty Affairs (faculty.affairs@marquette.edu).

***Academic Program Credentialing Form***

Date:       College:       Department:

Academic Program(s) Included (list all majors, minors, master’s, and doctoral programs:

Name of Individual Completing Form:

1. **Credentialing at the *Undergraduate Level;* Credentials needed to TEACH undergraduate courses**
* Does the academic unit approve any ***closely-related fields*** outside the instructional discipline, such that an instructor may be credentialed to teach at the undergraduate level with a master’s degree in one or more of these fields (*Faculty Credentialing Policy Part A - Item 2*)?

[ ]  Yes [ ]  No

If yes, list all ***closely-related fields*** approved by the academic unit

* Specify the academic unit’s minimum requirements associated with ***tested experience\**** for undergraduate instruction (*Faculty Credentialing Policy Part A - Item 5*) me

**\**Tested Experience***: Academic departments must formally establish minimum requirements for tested experience; may include skill sets, types of certifications, credentials, CEU documentation, or other related professional or artistic accomplishments and experiences.

* Describe any ***additional*** unit-specific requirements, along with a rationale, needed to instruct at the undergraduate level (beyond those noted in the *Faculty Credentialing Policy Part A - Items 1-5*)
1. **Credentialing at the *Graduate / Professional Level***

# 1. Credentials needed to TEACH graduate / professional courses

* Does the academic unit approve any ***closely-related fields*** outside the instructional discipline, such that an instructor may be credentialed to teach at the graduate/professional level with a terminal degree in one or more of these fields (*Faculty Credentialing Policy Part B - Item 1a*)?

[ ]  Yes [ ]  No

If yes, list all ***closely-related fields*** and ***degrees*** approved by the academic unit

* Specify the academic unit’s minimum requirements associated with ***tested experience\**** for graduate/professional level instruction (*Faculty Credentialing Policy Part B - Item 1a*)

**\**Tested Experience***: Academic departments must formally establish minimum requirements for tested experience; may include skill sets, types of certifications, credentials, CEU documentation, or other related professional or artistic accomplishments and experiences.

* Specify the academic unit’s minimum requirements to establish a ***history of research, scholarship or appropriate achievement*** (*Faculty Credentialing Policy Part B - Item 1b*)
* Describe any ***additional*** unit-specific requirements, along with a rationale, needed to teach at the graduate / professional level (beyond those noted in the *Faculty Credentialing Policy*

*Part B - Items 1a-1b*)

# Credentials need to serve as a MEMBER (ONLY) of a graduate or professional student’s project or thesis committee.

* Does the academic unit approve any ***closely-related fields*** outside the instructional discipline, such that the individual may be credentialed to serve as a member (only) on a graduate or professional student’s project or thesis committee with a terminal degree in one or more of these fields (*Faculty Credentialing Policy Part B - Item 2a*)?

[ ]  Yes [ ]  No

If yes, list all ***closely-related fields*** approved by the academic unit

# Credentials needed to serve as a MEMBER or CO-CHAIR on a graduate or professional student’s project or thesis or dissertation committee

* Does the academic unit approve any ***closely-related fields*** outside the instructional discipline, such that the individual may be credentialed to serve as a member (or co-chair) on a graduate or professional student’s project or thesis or dissertation committee with a terminal degree in one or more of these fields (*Faculty Credentialing Policy Part B - Item 3a*)?

[ ]  Yes [ ]  No

If yes, list all ***closely-related fields*** and ***degrees*** approved by the academic unit

* Specify the academic unit’s minimum requirements to establish a ***history of engaging in scholarship in the area*** (*Faculty Credentialing Policy Part B - Item 3b*)
* Describe any ***additional*** unit-specific requirements, along with a rationale, needed to serve as a member (or co-chair) on a graduate or professional student’s project or thesis or dissertation committee (beyond those noted in the *Faculty Credentialing Policy Part B - Items 3a-3b*)

# Credentials needed to serve as a CHAIR on a graduate or professional student’s project or thesis or dissertation committee

* Does the academic unit approve any ***closely-related fields*** outside the instructional discipline, such that the individual may be credentialed to serve as the ***chair*** on a graduate or professional student’s project or thesis or dissertation committee with a terminal degree in one or more of these fields (*Faculty Credentialing Policy Part B –Item 4a*)?

[ ]  Yes [ ]  No

If yes, list all ***closely-related fields*** and ***degrees*** approved by the academic unit

* Specify the academic unit’s minimum requirements for establishing ***active*** ***scholarship*** to serve as committee ***chair*** (*Faculty Credentialing Policy Part B - Item 4b*). Note, if requirements differ based on project versus thesis versus dissertation, skip to the next bullet
* Do the minimum requirements for establishing ***active scholarship*** differ depending on the student’s requirement (e.g., project versus thesis versus dissertation)?

[ ]  Yes [ ]  No

If yes, specify the minimum requirements necessary for each requirement (e.g., project versus thesis

versus dissertation)

* Describe any ***additional*** unit-specific requirements, along with a rationale, needed to serve as a ***chair*** on a graduate or professional student’s project or thesis or dissertation committee (beyond those noted in the *Faculty Credentialing Policy Part B - Items 4a-4b*)

**Approval:**

Dean or Dean’s Designee Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Dean’s Designee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_